



BOVEY TRACEY TOWN COUNCIL

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

2nd January 2018

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance, Resources and General Purposes (FR&GP) Committee which will be held in the Council Chamber, Town Hall Bovey Tracey on Monday 8th January 2018 at 7pm for the purpose of transacting the business as set out below.

AGENDA

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

Previous Minutes:

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

FR&GP.18/01 Apologies for absence:

**Public Participation:

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

FR&GP.18/02 Consideration of minutes of previous FR&GP Committee meeting held on 30.10.17:

FR&GP.18/03 Accounts & Financial Statement:

To receive and approve payment and receipt transactions between 30th October and 31st December 2017 (*copy enclosed) and note the bank balances as below:

| | |
|----------------------------|--|
| General Account: | £ 17,026.08 (Statement dated 22.12.17) |
| Business Bank Instant A/C: | £241,967.42 (Statement dated 4.12.17) |
| Business Bank Instant A/C: | £350,233.74 (Statement dated 4.12.17) |

FR&GP.18/04 Legal Advice Service:

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

FR&GP.18/05 Dispensation for Councillors in respect of the Budget Process:

In accordance with the provision of the Localism Act 2011 in relation to the setting of Bovey Tracey Town Council's precept, Members are formally requested to sign and approve the dispensation request to allow all Town Councillors to participate in setting the 2018/19

precept. A form will be circulated for completion prior to the commencement of the meeting.

FR&GP.18/06 Budget & Precept 2018/19:

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

- i) The draft budget for 2018/19 (**copy enclosed*)
- ii) Setting the precept figure at £205,990.00.

FR&GP.18/07 VAT - Community Centre Development:

To receive a report and options for VAT recovery on the Community Centre development (**copy enclosed*) and consider recommendations to Full Council:

- i) in principle, to exercise an "Option to Tax" on the land and subsequent building at the site of the Old Thatched Inn.
- ii) to delegate to the Town Clerk the authority to sign the relevant HMRC forms, to correspond on this matter with HMRC and to determine the precise effective date of the Option to Tax.

FR&GP.18/08 Elector Fund 2017/18:

To consider project nominations (**information enclosed*) for application to the Elector Fund for 2017/18. Deadline for application - 4.00pm on 3rd February 2018.

FR&GP.18/09 Notification of External Auditor Appointment 2017/18 - 2021/22:

To note that under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a body specified to appoint local auditors". Bovey Tracey Town Council opted-in to the central procurement process and therefore PKF Littlejohn LLP is the appointed external auditor for the Town Council's Annual Governance & Accountability Returns for the period 2017/18 - 2021/22.

FR&GP.18/10 Community Centre Development - Appointment of Design Team:

To consider quotations for the appointment of the Design Team (**copy to be circulated at the meeting*) for the following services:

Structural & Civil Engineers (incl. drainage)
Mechanical/Electrical/Sustainability
Landscape Architect

FR&GP.18/11 Vehicle Activated Sign (VAS) - Le Molay-Littry Way:

To consider the following quotations for the purchase and installation of a VAS:

Quotation A: £2,625.00+VAT (670mm x 430mm with 300mm roundel)
(includes 2 x 4wk batteries, charger & delivery)

Quotation B: £2,595.00+VAT (650mm x 450mm with 300mm roundel)
(includes 2 x 6wk batteries charger & delivery)

Quotation C: £2,571.26+VAT (1300mm x 600mm with 450mm roundel)
(includes 2 x 4wk batteries, charger & delivery)

FR&GP.18/12 Highway Grass Cutting - 2018/19:

To consider the following quotations for highway grass cutting 2018/19:

| | <u>No of Cuts</u> | <u>Visibility Areas</u> (per cut) | <u>Visibility & Non-Visibility</u> (per cut) | <u>Total</u> |
|--------------|-------------------|--------------------------------------|---|--------------|
| Quotation A: | 4 | £516.00 | | £2,064.00 |
| | 4 | | £903.00 | £3,612.00 |
| Quotation B: | 4 | £214.40 | | £ 861.60 |
| | 4 | | £437.40 | £1,749.60 |
| Quotation C: | 4 | £300.00 | | £1,200.00 |
| | 4 | | £400.00 | £1,600.00 |

FR&GP.18/13 Committee Structure Review - Appointment of Committees:

To receive and review the nominations (**information to be circulated at the meeting*).

FR&GP.18/14 Committee - Terms of Reference:

To consider amended "terms of reference" for the Standing Committees (**copy enclosed*) in light of the Committee Structure Review.

FR&GP.18/15 Highway Maintenance Community Enhancement Fund (HMCEF):

To note that a grant of £560.00 has been awarded following an application to the HMCEF for the purchase of a high-powered leaf blower for clearing pathways. This will be owned by the Town Council and made available to loan to neighbouring parishes.

FR&GP.18/16 Matters brought forward by Councillors: (*for information only*).

FR&GP.18/17 Exclusion of the Public, including the Press:

To give consideration to resolve the following:

That under Section 100 (A) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description as set out on the agenda, is likely to be disclosed and on the balance of the public interest is in discussing this item in private session (part II) for the following confidential/exempt items which the Town Clerk recommends should be dealt with in this way.

Item FR&GP.18/18: Probationary Period - Grounds Maintenance Operative.
Item FR&GP.18/19: Grounds Maintenance Operative - Contract of Employment.
Item FR&GP.18/20: Salary - Town Clerk.

FR&GP.18/18 Probationary Period - Grounds Maintenance Operative:

To consider a recommendation from the Personnel Committee (**see enclosed information*).

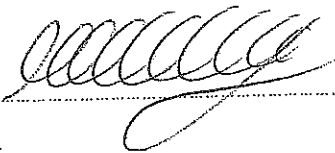
FR&GP.18/19 Grounds Maintenance Operative - Contract of Employment/Salary:

To consider a recommendation from the Personnel Committee (**see enclosed information*).

FR&GP.18/20 Salary - Town Clerk:

To consider a recommendation from the Personnel Committee (**see enclosed information*).

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

SIGNED 

M WELLS
TOWN CLERK

DATE 02/01/2018

List of Payments made between 30/10/2017 and 31/12/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 30/10/2017 | Bovey Tracey Youth Action | 228 | 625.00 | | Grant |
| 30/10/2017 | Devon Contract Waste Ltd | 229 | 17.62 | | Waste collection |
| 30/10/2017 | IAC Audit & Consultancy Ltd | 230 | 462.00 | | Audit services |
| 30/10/2017 | Lee Parmenter Contractors Ltd | 231 | 1,104.00 | | Grounds maintenance |
| 30/10/2017 | PVM Supplies Ltd | 232 | 133.49 | | Goods |
| 30/10/2017 | S W Water Ltd | 233 | 42.52 | | Supply |
| 30/10/2017 | Rhino Play Ltd | 234 | 172.80 | | Repairs |
| 30/10/2017 | J P C Bairstow | 236 | 270.00 | | Treework |
| 30/10/2017 | 1st Office Equipment Ltd | 237 | 477.88 | | Copier charge |
| 30/10/2017 | Clare Beresford | 238 | 50.00 | | Cleaning |
| 30/10/2017 | Devon Communities Together | 239 | 911.25 | | Community Consultation - Hub |
| 30/10/2017 | Teignbridge District Council | 240 | 1,741.34 | | Payroll Serv & Payroll balance |
| 30/10/2017 | KJT Group Ltd | 235 | 1,693.44 | | Verge cutting |
| 01/11/2017 | Pulse8Communications | DD | 22.00 | | XL Broadband |
| 01/11/2017 | Aviva | DD | 605.56 | | Insurance Premium |
| 03/11/2017 | Nick Brock | 241 | 699.00 | | 2 Graves - Lewis & Penny |
| 03/11/2017 | Teignbridge District Council | 242 | 2,050.00 | | Half Year Rates |
| 07/11/2017 | South West Water Ltd | 243 | 201.69 | | South West Water Ltd |
| 07/11/2017 | Grant Thornton UK LLP | 244 | 720.00 | | Grant Thornton UK LLP |
| 07/11/2017 | Teignbridge District Council | 245 | 5,300.00 | | Payroll - November |
| 07/11/2017 | Arnolds | 246 | 13.88 | | Various Goods |
| 07/11/2017 | Devon Contract Waste | 247 | 15.60 | | Devon Contract Waste |
| 07/11/2017 | Mole Valley Farmers | 248 | 39.46 | | Oil & Batteries |
| 07/11/2017 | Specialist Hygiene Services Lt | 249 | 283.64 | | Public Toilets Cleaning-Oct 17 |
| 07/11/2017 | Mant Leisure | 250 | 534.00 | | Repairs to Cone Climber |
| 07/11/2017 | Newton Abbot Security Trust Lt | 251 | 500.00 | | CCTV Monitoring Contract |
| 08/11/2017 | UK Fuels Ltd | DD | 124.27 | | Fuel |
| 15/11/2017 | EDF Energy | DD | 58.14 | | CCTV |
| 16/11/2017 | EDF Energy | DD | 58.77 | | CCTV |
| 17/11/2017 | Teignbridge District Council | 252 | 1,347.50 | | Planning Fee - Community Hub |
| 17/11/2017 | BHGS Hayle | 253 | 130.20 | | Hose Trolley & Hose |
| 17/11/2017 | PHS Group | 254 | 246.48 | | Offensive Waste Collections |
| 17/11/2017 | Devon Matters | 255 | 523.00 | | Design & Print QU Newsletter |
| 17/11/2017 | Moorland Community Care Group | 256 | 750.00 | | Second part of agreed grant |
| 17/11/2017 | Mark Rowe & Son Sweeper Hire | 257 | 504.00 | | Mark Rowe & Son Sweeper Hire |
| 17/11/2017 | Total Event Hire Ltd | 258 | 35.28 | | 8oz Glasses - Hire |
| 20/11/2017 | British Gas Electric Supply | DD | 99.84 | | Electricity Supply |
| 20/11/2017 | British Gas | DD | 22.33 | | Electricity Supply |
| 21/11/2017 | Nick Brock | 259 | 325.00 | | Re-open grave of Harris |
| 21/11/2017 | Mole Valley Farmers | 260 | 5.99 | | Posts & mix |
| 21/11/2017 | Bovey Tracey Youth Cafe | 261 | 625.00 | | Nov 17 Grant Contribution |
| 21/11/2017 | Peregrine Mears Architects Ltd | 262 | 7,530.00 | | Phase 3 - Fees & Expenses |
| 21/11/2017 | Devon Contract Waste | 263 | 18.62 | | Trade Waste Collection |

List of Payments made between 30/10/2017 and 31/12/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 21/11/2017 | Glasdon UK Ltd | 264 | 209.36 | | Replacement Met Dog Waste Bin |
| 21/11/2017 | EE Phone | DD | 33.44 | | Monthly Plan Charges |
| 30/11/2017 | Elitetele.com | DD | 53.94 | | SSDC Pub Sector F/work Ageemen |
| 01/12/2017 | S W Water Ltd | 125 | 443.96 | | Supply |
| 07/12/2017 | Nick Brock | 265 | 325.00 | | Re-open grave - Hows |
| 07/12/2017 | C Beresford | 266 | 40.00 | | Office cleaning - Nov 2017 |
| 07/12/2017 | Arnolds | 267 | 21.68 | | Various goods |
| 07/12/2017 | Mole Valley Farmers | 268 | 48.91 | | Goods - telesopic lopper & saw |
| 07/12/2017 | 1010 Media Ltd | 269 | 600.00 | | Anual hosting & support |
| 07/12/2017 | Devon Contract Waste | 270 | 15.60 | | Trade Waste Collection |
| 07/12/2017 | Specialist Hygiene Services Lt | 271 | 283.64 | | Toilet Cleaning Rec Ground |
| 07/12/2017 | Bovey Court Garage | 272 | 289.48 | | Van service and MOT |
| 07/12/2017 | Teignbridge District Council | 273 | 1,781.65 | | Additional Payroll |
| 07/12/2017 | Viking | 274 | 56.13 | | Stationery |
| 07/12/2017 | Devon & Cornwall Newspapers | 275 | 30.00 | | Devon & Cornwall Newspapers |
| 07/12/2017 | Association of Local Council C | 276 | 30.00 | | Membership Application |
| 07/12/2017 | Society of Local Council Clerk | 277 | 258.00 | | Annual Subscription |
| 07/12/2017 | The Post Office Ltd | 278 | 240.00 | | Vehicle Tax - WG53 DYA |
| 07/12/2017 | PHS Group | 279 | 308.10 | | Offensive Waste Collections |
| 12/12/2017 | Teignbridge District Council | 280 | 5,300.00 | | Payroll |
| 18/12/2017 | Torbay Display | 281 | 7,128.00 | | To supply & Install Lights |
| 18/12/2017 | Equiptest | 282 | 460.80 | | Portable Appliance Testing |
| 19/12/2017 | KJT Group Ltd | 235 | 1,693.44 | | Verge cutting |
| 19/12/2017 | KJT Group Ltd | 235 | -1,693.44 | | KJT Group Ltd |
| Total Payments | | | 49,048.28 | | |

Current Account

Receipts received between 30/10/2017 and 31/12/2017

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------|-----------------------------|-----------------|-----------|-------|------|--------|----------|-------------------------|
| 344 | Banked: 30/10/2017 | 3,387.00 | | | | | | |
| 0494 | Parkers Funeral Directors | 1,857.00 | | | 1400 | 400 | 1,857.00 | Burial A Penny |
| 6 | Coombes & Sons | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 7 | BDF | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 8 | Copper Kettle | 70.00 | | | 1110 | 100 | 70.00 | Christmas Light & Tree |
| 9 | Moorgate Vet Grp | 70.00 | | | 1110 | 100 | 70.00 | Christmas Lights & Tree |
| 10 | Dartmoor Garage | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 11 | Quality Dental Care | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 12 | Serendipity | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 0495 | Forsey & Son | 784.00 | | | 1400 | 400 | 784.00 | Ashes M O'Neill |
| 0496 | Forsey & Son | 456.00 | | | 1400 | 400 | 456.00 | Cremation plot C McEwan |
| BACS | Banked: 01/11/2017 | 40.00 | | | | | | |
| BACS | Ashtons Complete | 40.00 | | | 1110 | 100 | 40.00 | Christmas lights |
| BACS | Banked: 02/11/2017 | 30.00 | | | | | | |
| BACS | Chamberlains | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| BACS | Banked: 06/11/2017 | 30.00 | | | | | | |
| BACS | Clive Parker Opticians | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| 345 | Banked: 10/11/2017 | 998.00 | | | | | | |
| 13 | Mare & Foal Sanctuary | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 14 | Courtenay House | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 15 | A Matthews | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 16 | Devon Guild | 40.00 | | | 1110 | 100 | 40.00 | Christmas Tree |
| 17 | Cheese Shed | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 0497 | A Cox | 608.00 | | | 1400 | 400 | 608.00 | Purchase plot |
| 18 | Hairwaves | 40.00 | | | 1110 | 100 | 40.00 | Christmas Tree |
| 19 | Daisy Chain | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 20 | Angel Home Care | 70.00 | | | 1110 | 100 | 70.00 | Christmas Lights & Tree |
| 21 | Inner Light Coffee Shop | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 22 | BT & Chud Medical Practice | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 23 | Dolly Tub Launderette | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| BACS | Banked: 13/11/2017 | 70.00 | | | | | | |
| BACS | Bradleys | 70.00 | | | 1110 | 100 | 70.00 | Christmas lights & tree |
| 346 | Banked: 17/11/2017 | 900.00 | | | | | | |
| 0498 | Coombes & Sons | 542.00 | | | 1400 | 400 | 542.00 | Burial D Harris |
| 24 | Handloom Weavers | 40.00 | | | 1110 | 100 | 40.00 | Christmas Tree |
| 25 | Moor & Tor | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 26 | Jolly Roger | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 27 | Westcountry Family Butchers | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| 0499 | J Thomas | 228.00 | | | 1400 | 400 | 228.00 | Purchase cremation plot |
| 347 | Banked: 21/11/2017 | 788.00 | | | | | | |
| 28 | Carnival Comm | 150.00 | | | 1110 | 100 | 150.00 | Christmas Lights |
| 0497 | A Cox | 608.00 | | | 1400 | 400 | 608.00 | Purchase plot |
| 29 | L Pawson | 30.00 | | | 1110 | 100 | 30.00 | Christmas Lights |
| Subtotal Carried Forward: | | 6,243.00 | 0.00 | 0.00 | | | 6,243.00 | |

Current Account

Receipts received between 30/10/2017 and 31/12/2017

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|------------------------|------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| 348 | Banked: 27/11/2017 | 1,184.00 | | | | | | |
| 348 | P Hobbs | 50.00 | | | 1120 | 100 | 50.00 | BT in Bloom |
| 31 | Spice Bazaar | 50.00 | | | 1110 | 100 | 50.00 | Christmas Lights |
| 0500 | Coombes & Sons | 1,084.00 | | | 1400 | 400 | 1,084.00 | Burial B Hows |
| 349 | Banked: 07/12/2017 | 750.00 | | | | | | |
| 0497 | A B Cox | 608.00 | | | 1400 | 400 | 608.00 | Purchase of plot |
| 0501 | William & Triggs | 102.00 | | | 1400 | 400 | 102.00 | Tablet - A Coish |
| 32 | Mr R Clark | 20.00 | | | 1200 | 100 | 20.00 | Allot 19B Annual rent |
| 33 | Mr B Phillips | 20.00 | | | 1200 | 100 | 20.00 | Allot 23 Annual rent |
| 350 | Banked: 15/12/2017 | 280.00 | | | | | | |
| 34 | Mr S Williams | 50.00 | | | 1200 | 100 | 50.00 | Allot 40 Annual rent |
| 35 | Mr W Sanders | 30.00 | | | 1200 | 100 | 30.00 | Allot 6 Annual rent |
| 36 | Mrs S Watson | 20.00 | | | 1200 | 100 | 20.00 | Allot 11A Annual rent |
| 37 | Ms E Steer | 30.00 | | | 1200 | 100 | 30.00 | Allot 16 Annual rent |
| 38 | Mr R Freeman | 20.00 | | | 1200 | 100 | 20.00 | Allot 30 Annual rent |
| 39 | Mrs D Hamilton | 50.00 | | | 1200 | 100 | 50.00 | Allot 45 Annual rent |
| 40 | Mr & Mrs D Gates | 20.00 | | | 1200 | 100 | 20.00 | Allot 15B Annual rent |
| 41 | Ms S Hewitt | 20.00 | | | 1200 | 100 | 20.00 | Allot 9A Annual rent |
| 42 | Miss N Wilson | 20.00 | | | 1200 | 100 | 20.00 | Allot 13B Annual rent |
| 43 | Mr N Hutchings | 20.00 | | | 1200 | 100 | 20.00 | Allot 5A Annual rent |
| 351 | Banked: 21/12/2017 | 130.00 | | | | | | |
| 44 | Mr D Heath | 30.00 | | | 1200 | 100 | 30.00 | Allot 3 Annual rent |
| 45 | Mr T & Mrs D Scurfield | 40.00 | | | 1200 | 100 | 40.00 | Allots 28A & 32 Annual |
| 46 | Mrs E Moseley | 20.00 | | | 1200 | 100 | 20.00 | Allot 19A Annual rent |
| 47 | Mrs R Hewings | 20.00 | | | 1200 | 100 | 20.00 | Allot 27 Annual rent |
| 48 | Mr M Harvey | 20.00 | | | 1200 | 100 | 20.00 | Allot 26 Annual rent |
| Total Receipts: | | 8,587.00 | 0.00 | 0.00 | | | 8,587.00 | |

BOVEY TRACEY TOWN COUNCIL
BUDGETED INCOME & EXPENDITURE &
INDICATIVE PRECEPT FIGURE FOR 2018/2019

2018/2019:

| | | | |
|--------------------------------------|---|---------------|---|
| Total Budgeted Expenditure 2018/2019 | £ | 246,150 | |
| Total Budgeted Income (deduct) | | <u>25,400</u> | |
| | | 220,750 | |
| Council Tax Support Grant (deduct) | | 14,760 * | (please refer to the attached budget for 2018/19) |
| | | 205,990 | |

Proposed Precept
2018/2019: £205,990

£70.43 per Band D property **
(0.74% increase) ***

| | | | |
|--------------------|----------|--|----------------------------|
| Precept 2017/2018: | £199,565 | | |
| Precept 2016/2017: | £192,650 | | £69.91 per Band D property |
| Precept 2015/2016: | £186,450 | | £68.55 per Band D property |
| Precept 2014/2015: | £172,165 | | £67.53 per Band D property |
| Precept 2013/2014: | £188,855 | | £63.94 per Band D property |
| Precept 2012/2013: | £188,855 | | £64.04 per Band D property |
| Precept 2011/2012: | £148,855 | | £64.04 per Band D property |
| | | | £50.32 per Band D property |

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

* The Council Tax Support Grant (CTSG) has been reduced to £14,760 for 2018/19 (a reduction of £1,640 from 2017/18)

** The calculation of the precept figure is based on the number of Band D properties for 2018/19 – 2924.60. An increase (70) from 2854.60 in 2017/18.

*** Proposal compares to a 0.74% increase per Band D Property (Around 1p per week, which equates to £0.52 per year)

Proposed Budget 2018/19 (Income)

| | Income | Budget 2013/14 | Actual 2013/14 | Budget 2014/15 | Actual 2014/15 | Budget 2015/16 | Actual 2015/16 | Budget 2016/17 | Actual 2016/17 | Budget 2017/18 |
|--|----------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | Precept | 170285.00 | 170285.00 | 172165.00 | 172165.00 | 186450.00 | 186450.00 | 192650.00 | 192650.00 | 199565.00 |
| | Council Tax Support Grant (CTSG) | 16550.00 | 16650.00 | 16590.00 | 16690.00 | 16600.00 | 16600.00 | 16650.00 | 16650.00 | 16400.00 |
| | CTSG Subsidy | 2020.00 | 2020.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| | Interest | 100.00 | 82.00 | 100.00 | 93.32 | 100.00 | 128.28 | 100.00 | 231.47 | 100.00 |
| | Allocments & Brimley Field | 1800.00 | 2210.00 | 2000.00 | 2250.00 | 2000.00 | 2550.00 | 2000.00 | 2255.00 | 2000.00 |
| | Town Hall Lettings | 4000.00 | 5497.00 | 4000.00 | 5789.10 | 4800.00 | 4851.90 | 0.00 | 0.00 | 0.00 |
| | Burial Fees | 12000.00 | 15666.00 | 12000.00 | 12696.00 | 12000.00 | 16441.39 | 12000.00 | 20889.00 | 12000.00 |
| | Other Income | 3500.00 | 5726.00 | 3500.00 | 7666.43 | 3500.00 | 17598.89 | 3700.00 | 2671.78 | 3700.00 |
| | PA & Other Grants | 1000.00 | 18918.00 | 1000.00 | 21835.00 | 1000.00 | 65680.00 | 1000.00 | 41881.93 | 1000.00 |
| | Christmas Lights | 2000.00 | 2148.00 | 2000.00 | 1703.00 | 2000.00 | 1901.49 | 2000.00 | 1598.72 | 2000.00 |
| | British In Bloom | 1800.00 | 2000.00 | 1800.00 | 2260.00 | 1800.00 | 2060.00 | 1800.00 | 2530.00 | 1900.00 |
| | S106 Receipt/CL Contributions | | 56956.00 | 0.00 | 59265.19 | 0.00 | 21893.42 | 0.00 | 3117.02 | 0.00 |
| | Flag Project | | | | | | 510.00 | 0.00 | 45.00 | 0.00 |
| | Sale of Town Hall | | 20795.00 | 0.00 | 0.00 | 0.00 | 92328.00 | 0.00 | 0.00 | 0.00 |
| | Insurance claim | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| | Total | 215035.00 | 318963.00 | 215255.00 | 302393.04 | 230250.00 | 428993.37 | 231900.00 | 284519.92 | 238565.00 |

Budget 2018/19

205,990.00
 14,780.00
 0.00
 100.00
 2,000.00
 0.00
 15,000.00
 3,700.00
 1,000.00
 1,800.00
 1,800.00
 0.00
 0.00
 0.00
 246,150.00

Proposed Budget 2018/19 (Expenditure)

| Expenditure | Budget 2013/14 | Actual 2013/14 | Budget 2014/15 | Actual 2014/15 | Budget 2015/16 | Actual 2015/16 | Budget 2016/17 | Actual 2016/17 | Budget 2017/18 |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Allotments | 1200.00 | 692.00 | 1200.00 | 4968.10 | 1200.00 | 1442.97 | 1200.00 | 1424.14 | 1200.00 |
| Town Hall | 9000.00 | 7387.00 | 9000.00 | 9545.76 | 9000.00 | 9137.59 | 9000.00 | Inc in Est Ch. | 9000.00 |
| Cemetery | 13000.00 | 10159.00 | 13000.00 | 9785.17 | 13000.00 | 7732.38 | 13000.00 | 7550.04 | 13000.00 |
| Britain in Bloom | 3500.00 | 4464.00 | 4000.00 | 6499.81 | 4000.00 | 3612.56 | 4000.00 | 4615.01 | 4000.00 |
| Basket/Trough Watering | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4000.00 | 3240.00 | 5500.00 |
| Bus Shelters | 500.00 | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 | 500.00 |
| Recreation Grounds | 16000.00 | 99043.00 | 16000.00 | 140809.78 | 16000.00 | 60419.32 | 16000.00 | 13407.12 | 16000.00 |
| Establishment Expenses | 25000.00 | 23385.00 | 25000.00 | 28228.14 | 25000.00 | 26497.23 | 26000.00 | 29026.59 | 26000.00 |
| Wages, Nil. & Pensions | 66000.00 | 65771.00 | 66000.00 | 72091.81 | 84850.00 | 80040.52 | 80850.00 | 78683.80 | 82515.00 |
| Replacement Photocopier | 0.00 | 6640.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Pottery Lat | 200.00 | 0.00 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 |
| Christmas Lights | 5000.00 | 6188.00 | 5000.00 | 6595.00 | 5000.00 | 6505.00 | 5300.00 | 6550.00 | 5300.00 |
| Election | 6000.00 | 0.00 | 6000.00 | 0.00 | 6000.00 | 4230.65 | 6000.00 | 2221.72 | 6000.00 |
| Contingency | 5000.00 | 0.00 | 15005.00 | 0.00 | 5000.00 | 0.00 | 5000.00 | 0.00 | 5000.00 |
| Information Centre | 750.00 | 0.00 | 750.00 | 0.00 | 1000.00 | 0.00 | 750.00 | 0.00 | 750.00 |
| Parish Paths Partnership | 100.00 | 0.00 | 100.00 | 65.00 | 100.00 | 23.70 | 100.00 | 0.00 | 100.00 |
| Heathfield Youth Project | 2000.00 | 796.00 | 2000.00 | 838.83 | 2000.00 | 140.96 | 2000.00 | 286.21 | 2000.00 |
| BTVA | 5000.00 | 6788.00 | 7500.00 | 7500.00 | 7500.00 | 7500.00 | 7500.00 | 6875.00 | 7500.00 |
| The Old Thatched Inn | 40000.00 | 20755.00 | 40000.00 | 0.00 | 40000.00 | 0.00 | 40000.00 | 8886.00 | 40000.00 |
| Regeneration Project | 0.00 | 0.00 | 2500.00 | 0.00 | 2500.00 | 5000.00 | 2500.00 | 5385.49 | 2500.00 |
| Boyev Community Care | 0.00 | 0.00 | 1500.00 | 1500.00 | 1500.00 | 1500.00 | 1500.00 | 1500.00 | 1500.00 |
| Heritage Centre & Trail | 0.00 | 3117.00 | 0.00 | 2822.00 | 0.00 | 465.00 | 0.00 | 1754.12 | 0.00 |
| Diamond Jubilee (window) | 0.00 | 3905.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Mayfair (TDC Grant) | 0.00 | 1000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Legal Advice Service | 0.00 | 0.00 | 0.00 | 1004.00 | 0.00 | 75.00 | 0.00 | 3000.00 | 1500.00 |
| Grants/P3 | 0.00 | 495.00 | 0.00 | 7871.32 | 2000.00 | 3930.13 | 0.00 | 1185.47 | 0.00 |
| Flag Project | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Tree related Works | 0.00 | 0.00 | 0.00 | 5267.67 | 5000.00 | 5507.21 | 5000.00 | 3826.76 | 5000.00 |
| Recreation Ground Toilets | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Vergeres | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Software | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Training Budget | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Temp Toilet Hire - Station Road | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Green Man Festival | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 921.00 | 0.00 |
| Total | 198250.00 | 260785.00 | 215255.00 | 305592.39 | 231100.00 | 225460.22 | 231900.00 | 184041.46 | 238565.00 |

Budget 2018/19

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|----------|----------|-----------|----------|----------|--------|-----------|-----------|-----------|--------|----------|----------|----------|--------|--------|----------|----------|-----------|----------|----------|------|------|------|------|------|----------|----------|----------|--------|--------|----------|----------|------------|
| 1,200.00 | 9,000.00 | 13,000.00 | 4,000.00 | 4,000.00 | 500.00 | 16,000.00 | 26,000.00 | 86,000.00 | 200.00 | 5,300.00 | 6,000.00 | 5,000.00 | 750.00 | 100.00 | 2,000.00 | 7,500.00 | 40,000.00 | 2,500.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,500.00 | 5,000.00 | 1,000.00 | 500.00 | 800.00 | 2,000.00 | 1,000.00 | 245,150.00 |
|----------|----------|-----------|----------|----------|--------|-----------|-----------|-----------|--------|----------|----------|----------|--------|--------|----------|----------|-----------|----------|----------|------|------|------|------|------|----------|----------|----------|--------|--------|----------|----------|------------|

BOVEY TRACEY

TOWN COUNCIL

ADVICE ON VAT PLANNING

This report advises on options for VAT recovery on the proposed community building.

TABLE OF CONTENTS

Contents

| | |
|--|---|
| Background and recommendation | 1 |
| Intended use of the building | 2 |
| Business activities | 3 |
| Implications of making VAT exempt supplies | 4 |
| Options for recovery of VAT | 5 |
| The effect of Opting to Tax | 6 |
| Registering for VAT | 7 |
| Charging for services | 8 |
| Disclaimer | 9 |

BACKGROUND AND RECOMMENDATION

Background and recommendation

Bovey Tracey Town Council (the council) is planning to build a new community centre. In some ways this is a straightforward project, with a completely new construction on a cleared site where the council owns (and will retain) the freehold.

The construction costs (including fees and contingency) are estimated at around £915,000 excluding VAT, to be met largely by the council's own funds and by borrowing. Further funding is anticipated from both the county and district councils.

The building is intended to meet a number of needs in the community:

- Offices for the council
- Meeting rooms for hire
- Library
- Information centre
- Public toilets

The council is not currently registered for VAT and has sought advice on the VAT implications of the proposed scheme, with a view to maximising its ability to recover VAT in relation to the project.

The Parkinson Partnership LLP specialises in VAT matters for local councils and has been engaged to advise the council on the VAT implications of the new community building.

RECOMMENDATION

The council should consider registering for VAT and making an Option to Tax on the site prior to construction, to maximise recovery of VAT on the project.

INTENDED USE OF THE BUILDING

Intended use of the building

The proposed building will provide accommodation for a number of different activities. Some of these intended uses simply allow the council to carry out its public functions, whilst others will generate income to help the council meet the building's running costs.

Where a local authority uses public funds to undertake activities that it makes no charge for, these are referred to as non-business activities for VAT purposes. Section 5 of VAT Notice 749 (Local Authorities and similar bodies) defines non-business activities as *"activities you carry out for no charge and no other form of consideration, including leases you grant ... for the nominal payment of a peppercorn or a pound and where no other form of payment is involved"*.

A local authority (including a parish council) can reclaim VAT on its non-business activities under section 33 of the VAT Act 1994.

Where a council makes charges for the use of facilities these are generally treated as business activities for VAT purposes, unless the council is operating under a statutory regime that is different from the private sector.

Based upon information provided by the council, we would anticipate specific activities being treated as follows:

Table 1

| Activity | Treated as | Reason | VAT status |
|--------------------|--------------|--|----------------|
| Council offices | non-business | No charge made | - |
| Meeting rooms | business | Hire charges | exempt |
| Library | business | Capital contribution in return for a lease | exempt |
| Information centre | business | Will make a contribution towards running costs | exempt |
| Public toilets | non-business | No charge made | - |
| Event admission | business | Admission charges | Standard (20%) |
| | | | |

BUSINESS ACTIVITIES

Business activities

Where a council simply hires out land or premises in return for payment, this is generally a business activity for VAT purposes. Business use, as explained in Section 5 of VAT Notice 749 (Local Authorities and Similar Bodies), involves "making supplies to other persons for any form of payment" where the supply has "a degree of frequency and scale" and "continues over time".

Certain supplies of goods and services listed in Schedule 9 of the VAT Act 1994 (particularly the use of land) are exempt from VAT. In particular, the grant of an interest or right over land is exempt from VAT by virtue of Group 1 of Schedule 9. This includes a lease of (or a licence to occupy) a building or part of a building, including the hiring out of rooms.

Paragraph 11.3 of VAT Notice 749 makes it clear that if a council receives funds towards work on a building from another body, in return for letting it (or a third party) use the premises, the council is also making a supply for VAT purposes. This would apply to the provision of library space in return for a contribution towards construction costs.

As a consequence, a significant proportion of the building is intended for use in generating VAT-exempt income. No VAT is charged on these sales, but the ability to reclaim VAT on associated costs (including construction) is restricted.

Councils that make VAT-exempt supplies of goods or services as a business activity can only reclaim the VAT incurred in providing those services under certain circumstances. Where the amount of VAT incurred in respect of exempt activities is less than £7,500 in each financial year, the full amount of VAT can be reclaimed. If it is over £7,500, none of it can be reclaimed. (VAT Notice 749, Section 8).

Where a council reclaims more than £150,000 in a particular year, the test is whether the VAT on exempt activities is more than 5% of the total VAT reclaimed for that year.

Registering for VAT does not make any difference to this situation. VAT relating to exempt business activities cannot normally be reclaimed unless it is below these limits.

IMPLICATIONS OF MAKING VAT EXEMPT SUPPLIES

Implications of making VAT exempt supplies

Making VAT-exempt supplies (in the form of leases or room hire) will have significant implications for the proposed community centre. Whilst some of the building will be used for non-business purposes (offices, public toilets) the hiring out of meetings rooms and the supply of premises for the library in return for a capital contribution from the county council will be VAT exempt supplies.

Where premises are leased for £1 or a peppercorn, with no further payment involved, HMRC will regard this as a non-business activity for VAT purposes. However, where services charges are levied on tenants, these are generally treated as additional payment of rent for the main supply of premises (and therefore VAT-exempt) rather than a separate supply (11.2 of VAT Notice 742). Service charges could potentially make the provision of space to the Information Centre a business activity as well.

With anticipated expenditure of up to £915,000 on the project, the council is likely to incur additional VAT of around £183,000 over the next 2 financial years. A significant proportion of this cost (and the associated VAT) will relate to the making of VAT-exempt business activities.

The council cannot simply reclaim all the VAT on the construction costs. It will need to apportion the construction cost between its business and non-business activities. This could be done based on square metres occupied, or a combination of area and hours of usage or some other method, as long as it can be considered fair. This could easily result in 50% or more of the total cost being apportioned to VAT-exempt business activities.

The amount of VAT incurred in relation to exempt supplies is likely to greatly exceed the £7,500 threshold, so the council **will not be able to reclaim any of this VAT unless it takes action to address the situation.**

The rest of this report sets out options for the council to consider in order to avoid having to pay large sums in unrecoverable VAT.

OPTIONS FOR RECOVERY OF VAT

Options for recovery of VAT

- 1) If the council wishes to retain control and manage the building itself, it should consider making an Option to Tax (described fully in VAT Notice 742A), to allow it to reclaim the substantial VAT it will incur. An Option to Tax is a decision by the council that all future supplies of the building will become taxable supplies. VAT is then charged on all supplies made (for example room hire or leases) and the council is able to reclaim the VAT incurred as it relates to taxable business activities. The consequences of this are discussed on the next page.
- 2) Should the council be willing to relinquish control over the new building, it might consider leasing the land to a charity to construct the building. Construction of a building for use by a charity as a village hall can be zero-rated by the builder, upon receipt of a certificate from the charity.

The library would be unlikely to count towards use as a village hall, so there would potentially be unrecoverable VAT. Part of the building is for non-business use by the council, which would attract VAT (that could be reclaimed) on the construction.

This option may not be practical as the council is providing much of the funding and needs a revenue stream to repay the intended loan. The council would presumably also want to exercise control over its offices and meeting rooms.

- 3) If the building was entirely funded from council resources and made available for free, it would be a non-business activity. The council would be able to reclaim its VAT, but would lose its revenue stream and the capital contribution towards the library.
- 4) The council could simply accept the additional cost of the unrecoverable VAT. This option is only favourable where the council would be generating substantial income from the asset and the VAT it would have to charge over a 20 year period would substantially exceed the initial VAT recovered.

The council will want to consider all the implications of these options (for example on staffing, loan repayment and building management) and not just the effect on VAT.

THE EFFECT OF OPTING TO TAX

The effect of Opting to Tax

The council would need to register for VAT and then make a formal decision to make an Option to Tax, identifying on a map the area of land that will be covered by the Option. HMRC must be notified of that decision within 30 days.

An Option to Tax cannot normally be revoked for 20 years, although the council would have a six-month period in which it could reverse its decision. The council would be able to reclaim VAT on construction, all running costs and any refurbishment costs, but would charge VAT on all supplies of the building.

Making an Option to Tax would have an impact on hirers of the building, as VAT would be added to all charges for use of the premises. Whilst businesses may be able to reclaim their VAT, local groups and private individuals would not.

An Option to Tax only affects the supply of premises and has no impact on other supplies such as sale of refreshments, equipment hire or photocopying that take place within a building. Such supplies are taxed at the appropriate rate of VAT for those supplies.

If a building is demolished, the Option to Tax will continue to apply to the land on which it stood and to any new building constructed on the site (VAT Notice 742A Section 2). If the existed building is extended, the Option to Tax will apply to the extension. If the site is sold, VAT would need to be charged on the sale.

There are certain circumstances under which an Option to Tax does not apply. If rooms are hired (or leased) to a charity for its non-business activities (other than as a general office) then these charges remain VAT exempt and are not affected by the option to tax (Paragraph 2(2)(b) of Schedule 10 of the VAT Act 1994). Further details on the VAT treatment of charities can be found in VAT Notice 701/1.

Should the council make any exempt supplies (for example hire by a charity) of the building, it would still need to apportion the construction/refurbishment costs between taxable and exempt supplies. This may reduce the amount of VAT the council is entitled to reclaim.

The council should ensure that it follows the instructions and guidance in VAT Notice 742A Opting to Tax.

REGISTERING FOR VAT

Registering for VAT

It will be the council as a whole that is registered for VAT, it is not possible to register just the new building and ignore any other activities.

From the information provided, the council does not appear to make many taxable supplies at present. Allotments and cemeteries are non-business activities because they operate under separate, statutory regimes that do not apply to the private sector.

The supply of serviced hanging baskets in return for payment is a taxable supply and if the council becomes VAT registered, VAT of 20% will need to be added to these invoices in future. Any supplies of advertising or sponsorship are also standard-rated taxable supplies.

VAT registration can be done online and Quarterly VAT returns must be done online. It is understood that the council already has a Government Gateway account, which will assist with this.

The council can choose to register from a particular date, it can also choose to apply an Option to Tax. Once registered, the council will need to charge the appropriate rate of VAT on all taxable supplies, issue proper VAT invoices including the council's VAT registration details and account for VAT that it collects on behalf of HMRC.

Local councils usually find that the amount of VAT they collect from customers is far less than the amount that they reclaim on their purchases. It is rare for local councils to be paying VAT over rather than asking for it back.

Ideally the council will opt to tax before any construction starts. VAT incurred on the work up to six months prior to making the option can be reclaimed under certain circumstances. As there is no building yet, the Option to Tax will be on the land, probably the entire site. It will automatically cover any new building.

If a site that has an Option to Tax is sold, VAT will be chargeable on the sale price. The council will probably want to avoid that. There are potentially two approaches:

- 1) Waits until planning permission is obtained.
- 2) Make an Option to Tax just prior to applying for planning permission and rely on the fact that the Option can be revoked within the first six months.

CHARGING FOR SERVICES

Charging for services

Once the council is VAT registered, it must charge VAT on all taxable supplies that it makes and issue VAT invoices to customers. This will include charges for rent and room hire, if an Option to Tax has been made. It will also include any charges for apportioned costs of running the building, which are simply treated as additional rent.

If separate charges are made for telephone lines or phone rental, or metered charges for utilities, these are separate charges from the rent and are taxable supplies anyway, regardless of the Option to Tax.

Where there are other occupiers in a building and they are separate legal entities to the owner of the building, the Option to Tax does not affect any charges that they make. For example, the library and the information centre will not have to charge VAT on anything, just because the council has Opted to Tax the building.

One thing the council cannot do is to treat the construction as a non-business activity and then start making charges for use after a few years. Under the Capital Goods Scheme, a change from non-business use to making VAT exempt supplies would require a review of the VAT situation. This applies for the first ten years after the completion of construction.

For example, if the council started charging rent for half the building after three years, it would need to re-apportion half of the original VAT cost to VAT-exempt business activities. A formula (set out in VAT Notice 706/2) is then used to calculate how much of that VAT would need to be repaid. After three years, roughly 70% of the VAT the council had reclaimed would need to be paid back to HMRC. After nine years, it would be more like 10%.

DISCLAIMER

Disclaimer

This advice covers the situation based on the information that the council has provided, but the Parkinson Partnership LLP cannot accept responsibility for any errors or omissions on the council's part in providing that information.

This advice is provided exclusively for Bovey Tracey Town Council and the Parkinson Partnership LLP accepts no liability towards any other party that may access or use this information as a result of it being disclosed by the council.

This information is based on legislation as at 1 January 2017.



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Members: Steve Parkinson FMAAT MInstLM, Cordelia Parkinson

Potential Applications for 2017/18 Elector Fund

Town Centre CCTV Upgrade (£900)

To purchase and upgrade the current (faulty) CCTV camera located on the Town Hall, covering Fore Street, Bovey. This will be replaced with a pan, tilt and zoom camera which can be linked to the Town Council's current system, but will also future proof the system by providing remote monitoring access, when the control system is relocated to the new Community Centre. The camera will remain as a registered asset of the Town Council.

Litter Bins (£900)

Due to the increased popularity of Mill Marsh Park and the Recreation Ground areas, to replace the smaller 5 x 40L capacity bins (3 x Mill Marsh Park, 1 x Rec Ground & 1 x Rec Ground Play Area) which can overflow in the summer months with new 90L capacity litter bins.

Moorland Community Care (£2,000)

Bovey Community Care (managed by the trustees of Moorland Community Care) provide social support to clients with one-to-one visits by a volunteer. Volunteers also support clients with a variety of activities, including shopping, gardening, light household tasks etc. The group continue to look after the social needs of lonely, isolated and vulnerable adults living within the catchment area of the Riverside Surgery. Estimated annual running costs for BCC are approx. £7,500 pa. The funding will contribute to providing future activities and new developments.

Neighbourhood Plan (£1,000)

Financial assistance towards the production of a Neighbourhood Development Plan for the parish of Bovey Tracey. The funding will contribute to ensuring the community are fully engaged. Currently funding of £4,660 has already been secured from Locality Grant to undertake initial phases of the process.

Relocation of Bovey Tracey Information Centre (£2,000)

To support the future development of the Community Centre for Bovey Tracey, the Information Centre (managed by Information Centre Trust volunteers) will be required to temporarily relocate their premises for 1 season (2018) in order to continue to provide an invaluable information and signposting service to visitors and residents of the parish. The portacabin facility currently operates from within Station Road Car Park and will either be relocated (if feasible) to an alternative location within the car park or will look at empty shop premises for short term rental. This will enable the facility to continue to operate during the interim construction period.



Committees/Terms of Reference

1. In addition to the 3 Standing Committees, to deal with issues such as staff grievances, disciplinary matters and other issues where required, the following sub-committees are arranged:

- Personnel Sub Committee
- Appeals Sub Committee (appointed when needed)
- Communications Sub Committee
- Section 106/CIL Sub Committee

Furthermore, Task and Finish/Working Groups may be created as required by the Full Council or its Committees to deal with specific projects or responsibilities, e.g.:

- Community Centre Steering Group
- Regeneration Group
- Future Development Working Group
- Council Systems Modernisation Group
- Neighbourhood Plan Steering Group

2. Working Parties or Groups have no delegated powers; they are only able to recommend a course of action to the Council/Committee/Sub-Committee under which they are formed.

3. The Full Council need to consider and agree the following regarding its Committees and delegated powers accordingly:

- a) With the exception of the Personnel Committee and the Appeals Committee, Committee meetings will operate like the Full Council, meeting in public to work through a published agenda. Where items of business are likely to involve the disclosure of exempt information under the Public Bodies (Admission to Meetings) Act 1960 and section 100(A) of the Local Government Act 1972, the Committee may resolve to exclude the public for those items of business. Because, by its nature, the Personnel Committee and the Appeals Committee only deal with business of this character, their meetings will be in private or open only to those specified in the Council's Grievance or Disciplinary Procedures.



- b) Any member of the Council may 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.
 - c) The Town Mayor or Deputy Mayor are ex-officio members of the 3 standing committee meetings, with full voting rights.
 - d) The 3 standing committees may invite individuals (from the community or with specific expertise) to attend and speak at individual meetings, **but** such individuals do not count towards a quorum or have a vote in Committee meetings.
 - e) The Chairs of the 3 standing committees and Personnel/Appeals committee do not have a casting vote. In the event of a tied vote, the matter gets referred to the Full Council.
 - f) Full Council, the 3 standing committees, the Personnel Committee and Appeals Committee shall be constituted and have the responsibilities and delegated powers as laid out in Appendix 1 and these can only be amended by the Full Council (Personnel and Appeals Committee terms to be drafted).
4. Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee's (or Sub-Committee's) delegated powers. The minutes will then record the decision as "**Resolved**". If the matter is not within the Committee's delegated powers, then the minutes will show the decision as "**Recommended**", and the matter will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Full Council. This item can be discussed in full by the Town Council. In any case where a Committee (or Sub-committee) Chairman and Vice Chairman is either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A delegated power need not always be exercised.



Appendix 1

| Full Council | |
|------------------------------------|---|
| Area of work: | The Full Council is the main policy-making body of the Council and considers the broad social and economic needs of the Parish, including establishing the 'Vision' and key objectives. |
| Membership: | All Councillors (14) |
| Quorum: | At least one third of the whole number of members of the Council. |
| Chair & Vice Chair: | The Town Mayor and if the Town Mayor is unavailable, the Deputy Town Mayor. If both the Chairman and Vice Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting. |
| Frequency of Meetings: | Five meetings per year. |
| Minute Taking: | Normally by the Town Clerk, or if the Town Clerk is unavailable, a member of the Council staff or by a Councillor. |
| Tasks and Delegated Powers: | <p>To elect the Chairman/Town Mayor and Deputy Town Mayor at the beginning of each civic year.</p> <p>To monitor the effects and implications of new legislation or best practice and to consider the implications and implementation thereof.</p> <p>To ensure the Council's compliance with the provisions of the Health & Safety at Work Act.</p> <p>To approve the purchase of and repairs and maintenance to civic insignia.</p> <p>To maintain an up-to-date register of assets of the Council's property and investments.</p> <p>To maintain proper and adequate insurances and indemnities for the Council's activities, liabilities, properties, assets and employees.</p> |



To receive and consider all recommendations and reports from other Committees of the Council.

To consider expenditure not within previously approved budgets.

To consider and agree broad policies and objectives of the Council, including the Council's vision statement and approval of the key objectives and targets.

To agree membership of the Council's main standing committees in accordance with the Council's Standing Orders.

To be responsible for allocating and controlling the manpower and resources of the Council as recommended by the Finance, Resources and General Purposes Committee. Including the identification of the need for new services, policies and facilities.

To finalise the budget (financial estimates) of the Council and agree the precept to be levied having taken into consideration the recommendations put forward by the Finance, Resources & General Purposes Committee.

To approve the Annual Return.

To approve the Council's annual accounts.

To approve the Council's statement of Internal Control.

Any decision to borrow money or to apply for permission to borrow.

To assume responsibility for membership of outside bodies.

To respond to consultation documents from Government and other bodies, other than those matters specifically delegated to other Committees.



| | |
|--|---|
| | <p>To enter into legal proceedings on the Council's behalf.</p> <p>The co-option of a member to fill a casual vacancy or the appointment of additional members.</p> <p>To deal with matters not normally dealt with or specifically referred to other Committees.</p> <p>The passing of a resolution to make the Council eligible to exercise the General Power of Competence.</p> <p>The appointment of the Clerk.</p> |
|--|---|

DRAFT



| Finance, Resources and General Purposes Committee | |
|--|--|
| Area of work: | The Finance, Resources and General Purposes Committee considers the financial, staffing and general policy aspects of the Council and Parish area. |
| Membership: | 7 Councillors appointed by the Council at the May Council meeting and replaced at other times as required, including the Mayor or Deputy Mayor. |
| Quorum: | No less than three. |
| Chair & Vice Chair: | Elected by the Committee at their first meeting following the May Council meeting and at other times as required. |
| Frequency of Meetings: | Approximately six meetings per year. |
| Minute Taking: | Normally by the Town Clerk, or if the Town Clerk is unavailable, a member of the Council staff or by a Committee member. |
| Conditions: | <ul style="list-style-type: none">i) The Council's Standing Orders will apply to all meetings of the Committeeii) Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a sub-committee or to Officers of the Council.iii) Meetings shall be open to the public unless the Committee resolves to exclude the Press and Public for specific items.iv) All members of the Committee will receive an agenda and supporting papers. All Members of the Council will receive an agenda only.v) Notice of meetings will be posted in accordance with all meetings of the Council. |
| Restrictions: | <ul style="list-style-type: none">i) Only Members of the Committee may vote on agenda items.ii) Non-Members of the Committee may attend Committee meetings and will only be allowed to speak on an agenda item with the agreement of the Chairman.iii) Non-Members of the Committee are subject to the same rules as Committee members regarding confidentiality and the requirements of the Code of Conduct. |



Delegated Powers:

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED", and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes. In any case where a Committee (or Sub) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

Responsibilities/Powers:

- i) To consider the annual draft budget and recommend the draft precept to Full Council.
- ii) The opening and closing of bank accounts and the transfer of funds between accounts.
- iii) To consider forward planning and provide earmarked reserves for the replacement of equipment, vehicles, buildings and specific items of expenditure required in the future in order to lessen the precept burden in any one year.
- iv) Undertaking an annual review of all fees, charges and allowances.
- v) To receive and approve all accounts and financial statements.
- vi) To seek grant aid and appropriate support in respect to the responsibilities of the Council.
- vii) Setting up accounting practices and systems.
- viii) To consider contracts/quotations and estimates for works.
- ix) Ensuring the Council is adequately insured, that this is reviewed annually and recommend accordingly.
- x) Authorising subscriptions to organisations that are involved in local and national issues, which affect the work of the Council.
- xi) To deal with electoral matters, casual vacancies and co-options, making recommendations to Full Council.



- xii) To review the Council's Asset Register on an Annual Basis.
- xiii) To consider the Internal Audit Report and report findings and recommendations to Full Council.
- xiv) To consider all grant applications received.
- xv) To ensure that PAYE and NI payments are appropriately deducted from employee's salaries and paid to HMRC as required by law.
- xvi) To monitor financial risk and ensure that adequate financial risk management is in place.
- xvii) To monitor risk management and ensure that health & safety requirements are met.
- xviii) To be responsible for minor general matters brought to the attention of the Town Council.
- xix) Submitting claims for the recovery of VAT.
- xx) To authorise Councillors attendance at conferences, courses and meetings.
- xxi) Recommending the borrowing of funds and making the appropriate Loan Sanction Applications.
- xxii) Deal with personnel matters generally.
- xxiii) To review the Council's Financial Regulations on an annual basis.
- xxiv) Dealing with matters specifically referred by the Council or any other Committee and matters that do not fall clearly within the responsibilities of the other committees.
- xxv) Dealing with all matters relating to the general day-to-day administration of the Council.
- xxvi) Dealing with all matters pertaining to the performance, terms and conditions of service, and superannuation of the Council's staff and making appropriate recommendations relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils, the National Association of Local Councils, and any approved Local Conditions of Service



xxvii) To consider and respond to consultation documents when the appropriate scheduled Committee is not within the given timeframe to meet the deadline.

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| Planning Committee | |
|--------------------------------|--|
| Area of work: | The Planning Committee considers the planning and environmental aspects of development in the Parish and immediate surrounding area. |
| Membership: | 7 Councillors appointed on an annual basis by the Council at the Annual Meeting of the Town Council and replaced at other times as required, including the Mayor or Deputy Mayor. |
| Quorum: | No less than three. |
| Chair & Vice Chair: | Elected by the Committee at their first meeting following the May Council meeting and at other times as required. |
| Frequency of Meetings: | Approximately sixteen meetings per year. |
| Minute Taking: | Normally by the Town Clerk, or if the Town Clerk is unavailable, a member of the Council staff or by a Committee member. |
| Conditions: | <ul style="list-style-type: none">i) The Council's Standing Orders will apply to all meetings of the Committeeii) Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a sub-committee or to Officers of the Council.iii) Meetings shall be open to the public unless the Committee resolves to exclude the Press and Public for specific items.iv) All members of the Committee will receive an agenda and supporting papers. All Members of the Council will receive an agenda only.v) Notice of meetings will be posted in accordance with all meetings of the Council. |
| Restrictions: | <ul style="list-style-type: none">i) Only Members of the Committee may vote on agenda items.ii) Non-Members of the Committee may attend Committee meetings and will only be allowed to speak on an agenda item with the agreement of the Chairman.iii) Non-Members of the Committee are subject to the same rules as Committee members regarding confidentiality and the requirements of the Code of Conduct. |



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Responsibilities/Powers:

- i) To consider and formulate responses to applications made to Teignbridge District Council and Dartmoor National Park for planning permission relating to land and property within the parish or such applications deemed to have an impact on the parish e.g. Full, Outline, Tree Maintenance, Reserved Matters, Listed Buildings, Conservation Area issues, Advertisement Consent and Street Naming.
- ii) Consider and formulate responses to any proposals by the Local Planning Authority to make Tree Preservation Orders.
- iii) If it is considered that an application or other planning matter is controversial or of great importance to the Parish, the Committee may refer it to the next Full Council Meeting if time allows.
- iv) Consider responses to Government's Planning Inspectorate and other appropriate bodies either in support or against planning and enforcement appeals made by the owners and developers of land and property and if considered appropriate, authorise the attendance of Members and/or Officers and the engagement of professional representation at Local Inquiries or Hearings into such appeals.
- v) Consider and formulate responses to any proposals by other authorities/organisations with respect to the stopping up, diversion, maintenance or creation of public rights of way within the parish.
- vi) To deal with all matters relating to transport, public paths, highways, vehicle parking and traffic management, including disabled parking bay applications.



- vii) Consider and recommend responses to any proposals by Teignbridge District Council with respect to street naming within the parish.
- viii) Consider and respond to minor correspondence.
- ix) Make representations to any outside agency as deemed necessary in order to promote and encourage sustainable development within the Parish.
- x) Make representation to Teignbridge District Council to secure Community Infrastructure Levy (CIL) funding where possible.
- xi) To seek to ensure that the general environment within the Parish is monitored, so far as is possible and to report to the appropriate authority any potential hazards, breaches, etc.
- xii) Have regard to Neighbourhood Planning and support community consultation through to referendum.
- xiii) Consider and take action on all other matters that are of a general nature relating to the Town and Country Planning Acts and related legislation.
- xiv) Actively liaise with the relevant departments of Teignbridge District Council and Devon County Council in all matters related to planning and highway issues.
- xv) To make any observations they deem necessary on any licensing application. The Planning Committee will also keep a watching brief on any licensing issue referring any concerns back to the Licensing Authority



| Recreation, Parks and Property Committee | |
|---|--|
| Area of work: | The Recreation, Parks and Property Committee will manage the Council's asset portfolio and enhance the Parish's parks and recreation facilities and services for the enjoyment and wellbeing of current and future residents. |
| Membership: | At least 7 Councillors appointed by the Council at the May Council meeting and replaced at other times as required, including the Mayor or Deputy Mayor. |
| Quorum: | No less than three. |
| Chair & Vice Chair: | Elected by the Committee at their first meeting following the May Council meeting and at other times as required. |
| Frequency of Meetings: | Approximately six meetings per year. |
| Minute Taking: | Normally by the Town Clerk, or if the Town Clerk is unavailable, a member of the Council staff or by a Committee member. |
| Conditions: | <ul style="list-style-type: none">i) The Council's Standing Orders will apply to all meetings of the Committeeii) Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a sub-committee or to Officers of the Council.iii) Meetings shall be open to the public unless the Committee resolves to exclude the Press and Public for specific items.iv) All members of the Committee will receive an agenda and supporting papers. All Members of the Council will receive an agenda only.v) Notice of meetings will be posted in accordance with all meetings of the Council. |
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Responsibilities/Powers:

- i) To have responsibility for the management, development and maintenance of equipped play areas (Recreation Ground & Mill Marsh Park) and for the effective management and maintenance of council owned assets.
- ii) To have responsibility for all the Parks, Cemetery, Public Toilets, Allotments and Open Spaces for which the Council has responsibility within the Parish.
- iii) To work with other agencies, both voluntary and statutory, to improve the range of recreational and leisure resources available to residents and visitors to the Parish.
- iv) To advise and inform Council with regard to parks and recreation issues as they arise or as referred to the committee for further examination.
- v) Set all the charges and fees for the use of outdoor facilities including the cemetery.
- vi) To seek, from the Finance and General Purposes Committee, funding as required for any associated expenditure for improving leisure, and recreational and related provision.
- vii) oversee the Council owned spaces and assets and any associated maintenance or service contracts governing their operation.
- viii) undertake an on-going review of the provision of public parks and open spaces within the Parish to ensure that the needs of residents are met as far as possible.

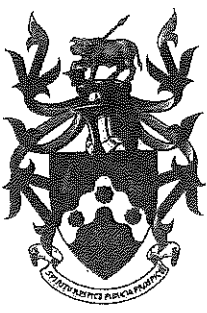


- ix) liaise with and provide ongoing encouragement to community groups and agencies which provide recreation related programs and activities.
- x) be consulted on and manage any changes to council property holdings.
- xi) Create and/or review bylaws, licences and leases, rental or other agreements in relation to land within the remit of the Committee, and make recommendations to Council.
- xii) review Health & Safety of all recreational activities under the control of the Council in relation to activities and land within the remit of the Committee.
- xiii) appoint specialist consultants and contractors as may be required for the proper and efficient administration of the Council's asset portfolio and to approve terms for such appointments.
- xiv) commission site investigation, design and planning services as may be required to properly evaluate the potential of any of the Council's asset portfolio.
- xv) manage the operation and maintenance of the cemetery, burial responsibilities and associated duties, consequential to Statutory or Council requirements.
- xvi) Proactively support the development of events on open spaces and identify opportunities to hold events run and managed by 3rd party organisations.
- xvii) Receive and consider applications for the use of the Council's open spaces.
- xviii) Consider the format of and continuance of Council run events.
- xix) Work in partnership with the Police and Community Officers to help to alleviate anti-social behaviour and vandalism in open spaces within the Parish.
- xx) Either directly or in partnership provide, maintain and replace street furniture including seating, litter bins and other street furniture as deemed appropriate.



- xxi) To consider matters relating to the environment.
- xxii) To consider and respond to consultation documents when the appropriate scheduled Committee is not within the given timeframe to meet the deadline.

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BOVEY TRACEY TOWN COUNCIL

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

2nd January 2018

Dear Councillor,

You are hereby summoned to attend a meeting of the Planning Committee which will be held in the Council Chamber, Town Hall, Bovey Tracey on Monday 8th January 2018 at 8pm (approx.) following the Finance, Resources & General Purposes Committee meeting for the purpose of transacting the business as set out on the agenda below.

AGENDA

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

Previous Minutes:

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

PL.18/01 Apologies for absence:

**Public Participation:

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

PL.18/02 Consideration of Planning Applications:

DNPA Applications listed to 1.12.17: None

TDC Applications listed to 8.12.17:

- a) 17/02890/FUL Demolition of existing conservatory and erection of single storey rear extension at 12 The Oaks for Mr & Mrs Bishop.
- b) 17/02927/FUL & 17/02928/LBC Conversion and extension of former public house into arts centre with art gallery, artists' studios, cinema/theatre and café/bar including demolition of outbuildings at The King of Prussia, 83 Fore Street for Bovey Tracey Paradiso Arts Ltd.

DNPA Applications listed to 8.12.17: None

TDC Applications listed to 15.12.17:

- c) 17/02976/FUL Single storey extension to front to replace existing structures to provide garage and utility area with a new porch and side extension. Extension to roof to include additional roof lights and provision of balcony on rear elevation. Widening of existing access at Hermitage, Bradley Road for Mr & Mrs Greenwell.

DNPA Applications listed to 15.12.17: None

- d) 17/02966/FUL Addition of two windows into bedrooms at first floor level on the south elevation at Swallow Barn for Dr Jonathan Evans.

PL.18/03 Planning Decisions:

Approvals:

a) TDC:

- i) Extension to form first floor and rear extension for sun room at September Cottage, Lowerdown. (N/O)
ii) Double garage at Edgemoor, Avenue Road. (N/O)
iii) Works to existing chimneys, new flat roof to two storey extension on north elevation, infilling of side passageway, alterations to fenestration and other minor external alterations at Bell House, East Street. (N/O)
iv) Single storey side extension forming utility and WC at Rothlyn, Bradley Road. (N/O)

Refusals:

- b) i) Retention of use of building as a dwelling at The Paddocks, Southbrook Lane. (O)

c) Exemption works to trees covered by a Tree Preservation Order:

- i) Fell two diseased oak trees at land at Little Woodland, Old Newton Road.
ii) Remove one diseased beech which has collapsed across a road at Shewte Cross.

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

PL.18/04 Neighbourhood Development Plan (NDP) Steering Group:

To receive a verbal update at the meeting.

PL.18/05 New Housing & the Greater Exeter Strategic Plan (GESP) Seminar:

To receive an invitation (*copy enclosed) to attend a seminar on the 19th January 2018.

PL.18/06 General Planning Matters brought forward by Councillors:

(For information only).

SIGNED
M WELLS
TOWN CLERK

DATE 02/01/2018.....



INVITATION

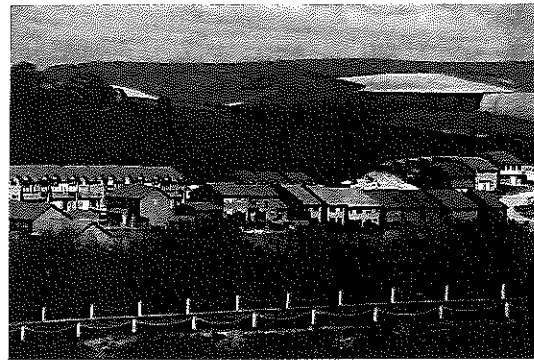
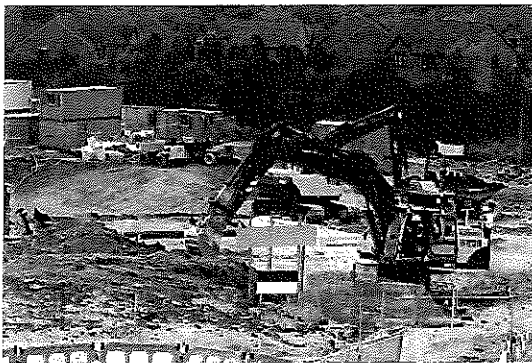
NEW HOUSING & The GREATER EXETER STRATEGIC PLAN (GESP)

Seminar

19th January 2018 10am-12.30pm

at

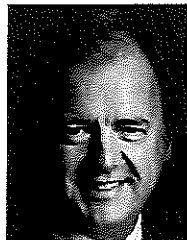
The Gipsy Hill Hotel, Gipsy Hill Lane, Pinhoe, Exeter EX1 3RN



How many new homes are planned for your community and where? Will these new homes be built on greenfield or brownfield land? How many will be genuinely affordable? How will local roads and services be affected? Will local schools, doctor's surgeries etc be able to cope? Will there need to be further infrastructure developments?

Please join us for this important opportunity to learn more about the **Greater Exeter Strategic Plan for EXETER, EAST DEVON, MID DEVON and TEIGNBRIDGE** and the plans for new housing.

Guest Speakers: Rt Hon Sir Hugo Swire MP; George Marshall, Greater Exeter Strategic Plan



All welcome.

Free Admission.

Refreshments.

To reserve your place, please contact Penny Mills, CPRE Devon Tel: 01392 966737

or email: director@cpredevon.org.uk

Standing Up For Our Devon Countryside

CPRE Devon, PO Box 26, Beaworthy, EX21 5XN. Tel: 01392 966737

Registered Charity No: 245317