

BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG
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Office hours: 10.30am - 12.30pm Mon. Wed. & Fri.

2nd January 2019

To Members of the Finance, Resources & General Purposes Committee

Cllrs Gribble (Ex Officio), Allen, Evans, Leigh, Ms Richardson, Robillard & Tregoning.

Cc All other Members of the Council for information.

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 7th January 2019 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.

FR&GP.19/01 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.19/02 Minutes:

To agree as a correct record and approve the minutes of the meeting of 29th October 2018 (*copy enclosed).

FR&GP.19/03 Accounts & Financial Statement:

To receive and approve

i) payment and receipt transactions between 16th October and 10th December 2018 (*copy enclosed).

ii) bank reconciliation between 16th October and 10th December 2018 (*copy enclosed).

iii) note the bank balances as below:

General Account: £ 16,773.22 (Statement dated 24.12.18)

Business Bank Instant A/C: £252,764.63 (Statement dated 30.11.18)

Business Bank Instant A/C: £350,408.91 (Statement dated 30.11.18)

FR&GP.19/04 Dispensation for Councillors in respect of the Budget Process:

To consider granting a dispensation request to allow Committee Members to participate in setting the 2019/20 precept in accordance with the provision of the Localism Act 2011.

FR&GP.19/05 Budget & Precept 2019/20:

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

- i) The draft budget for 2019/20 (**copy enclosed*)
- ii) Setting the precept figure at £232,850.00

FR&GP.19/06 Internal Audit 2018/19 - Interim Report:

To receive and note the interim audit observations 2018/19 (**copy enclosed*) and consider the following auditor recommendations:

- i) Progressing electronic banking
- ii) Opening a separate account to monitor the use of CiL funds as received.

FR&GP.19/07 New Councillor Induction Pack:

To consider a recommendation to Full Council to adopt a Councillor Induction Pack (**copy enclosed*).

FR&GP.19/08 Bovey Tracey Activities Trust (BTAT):

To consider an application for grant funding (**copy to be circulated at the meeting if received*).

FR&GP.19/09 Communities Together Fund:

To reconsider an application for funding from the Communities Together Fund. The Town Clerk will provide an update at the meeting.

FR&GP.19/10 Public Sector Deposit Fund:

To receive a deferred item (FC.18/75 iv) for further consideration.

FR&GP.19/11 General Data Protection Regulations (GDPR) - Audit Report:

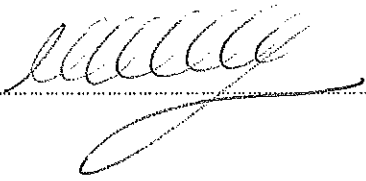
To receive and note the GDPR Audit observations (**copy enclosed*) and consider the following recommendations to Full Council:

- i) All Members to receive NALC's Legal Briefing (L04-11) (**copy enclosed*).
- ii) Council responsibility for GDPR is included within the "Terms of Reference" of the Finance, Resources and General Purposes Committee.
- iii) To adopt a policy for dealing with data breaches (**draft copy enclosed*)

FR&GP.19/12 Matters brought forward by Councillors: (for information only).

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

SIGNED
M WELLS
TOWN CLERK



DATE 02/01/19

Present:

The Deputy Town Mayor, Cllr G J Gribble**/*

Cllr A Allen
Cllr M J Evans
Cllr S P Leigh
Cllr M Tregoning

In attendance:

Cllr Mrs A J Kerswell*
Mr M Wells - Town Clerk
One member of the press
One member of the public

**County Cllr
*District Cllr

The meeting was chaired by Cllr Leigh

Interests to be Declared: None.

FR&GP.18/73 Apologies for absence:

Cllr Ms C O Richardson - Unwell
Cllr C W Robillard - Personal commitment

**Public Participation: None

FR&GP.18/74 Minutes:

The minutes of the meeting of 3rd September 2018 (**copy previously circulated*) were confirmed as a correct record and were approved.

FR&GP.18/74 Accounts & Financial Statement:

Members received and approved payment and receipt transactions between 11th August 2018 and 15th October 2018 (**copy previously circulated*) and noted the bank balances as below:

| | | |
|----------------------------|-------------|---------------------------|
| General Account: | £ 7,008.59 | (Statement dated 8.10.18) |
| Business Bank Instant A/C: | £276,804.33 | (Statement dated 1.10.18) |
| Business Bank Instant A/C: | £350,380.11 | (Statement dated 1.10.18) |

FR&GP.18/75 Annual Audit Return for the Year Ending 31st March 2018:

Members noted that the external auditors (PKF Littlejohn LLP) have certified and completed their review of the Town Council's Annual Return for the year ended 31st March 2018. There have been no issues or advisories raised.

FR&GP.18/76 Bovey Tracey Activities Trust (BTAT) - Request for Funding:

Members considered a deferred item (FR&GP.18/68) following the submission of additional information (**copy previously circulated*). Cllr Gribble noted that he had individually supported the Trust. Following discussion it was

Resolved:

In line with the Grant Awarding Policy, which has recently been adopted, to request the Trust to complete an application form for further consideration.

FR&GP.18/77 Bovey Tracey Carnival Committee AGM 2018:

Members noted that the Carnival Committee AGM will take place at the Dolphin Hotel at 8.00pm on Wednesday 21st November.

FR&GP.18/78 Budget Monitoring - Position Statement:

The Town Clerk summarised the Statement and replied to questions raised by Councillors. Members then noted the Town Council's budget monitoring position statement as at 30th September 2018 (**copy previously circulated*).

FR&GP.18/79 Budget Planning 2019/20 - Preliminary Discussion:

The Town Clerk summarised various concerns (**copy previously circulated*). Cllr Leigh raised concern regarding the provision of the new Community Centre. The Town Clerk confirmed that the full extent of these costs are still unknown at the current time.

FR&GP.18/80 Tarmac Path - Cemetery, Coombe Lane:

Consideration was given to the following quotations to extend the current tarmac path through the cremation area.

| | |
|--------------|---------------|
| Quotation A: | £3,478.00+VAT |
| Quotation B: | £3,200.00+VAT |
| Quotation C: | £3,281.59+VAT |
| Quotation D: | £3,500.00+VAT |

Resolved:

To accept quotation B in the sum of £3,200.00+VAT. If possible, to obtain S106 funds for the work or alternatively funding will have to be taken from reserves

FR&GP.18/81 Community Right to Bid - Bovey Tracey Hospital:

Members noted correspondence from Teignbridge District Council (**copy previously circulated*) and considered a response. Following discussion it was

Resolved:

To request the Chairman and the Town Clerk to prepare a draft response, based on comments raised during discussions, for consideration by Full Council.

FR&GP.18/82 Teignbridge Dementia Action Alliance (TDAA):

Members considered an offer on behalf of TDAA to facilitate an "Awareness & Understanding of Dementia" session for Councillors/public. The Town Clerk provided further information at the meeting.

Resolved:

To accept the offer of a session. Cllr Evans agreed to facilitate this.

FR&GP.18/83 The Public Sector Deposit Fund:

Consideration was given to the opening of CCCA Public Sector Deposit Fund account (**copy of details previously circulated*) for holding surplus funds.

Following discussion it was

Resolved:

To refer this item to Full Council for consideration.

FR&GP.18/84 Archaeological Investigations - Community Centre Development:

Members considered quotations (**copy previously circulated*) to undertake additional archaeological investigations to satisfy planning (pre-commencement) condition 8. Cllr Allen provided an update and following a recommendation from the Community Centre Steering Group it was

Resolved:

To accept Quotation A in the sum of £4250.00+VAT and seek financial contribution from Devon County Council.

FR&GP.18/85 Matters brought forward by Councillors: (*for information only*).

Cllr Gribble provided an update on work at Station Road roundabout and advised that any grant may also cover the painting of the railings along Station Road.

Cllr Evans advised that since the closure of Lloyds Bank shop owners have noticed a reduction in footfall. It was noted that Lloyds Mobile Bank visits the town three days a week.

Cllr Allen:

i) Referred to a recent press photograph relating to the proposed Community Centre. The Town Clerk clarified the matter.

ii) Referred to Social Media posts. The Town Clerk agreed to forward a copy of the Town Council's Social Media Policy to Cllr Allen.

iii) Advised that the community clean-up, undertaken by Plastic Free Group, at Bovey Heath had been very successful. 15 sacks of rubbish had been collected. He thanked the Town Clerk for undertaking the arrangements for equipment hire and rubbish removal.

The meeting closed at 7.58pm.

List of Payments made between 11/08/2018 and 15/10/2018

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|----------------------------|
| 15/08/2018 | EDF Energy | D/D | 19.58 | | Electricity supply - CCTV |
| 21/08/2018 | British Gas | D/D | 117.56 | | Electricity supply |
| 21/08/2018 | EE Phone | D/D | 34.72 | | Plan charge |
| 24/08/2018 | Teignbridge District Council | 484 | 5,300.00 | | Payroll |
| 24/08/2018 | PHS Group | 485 | 184.86 | | Waste collection |
| 24/08/2018 | Smith Consult Ltd | 486 | 10,430.40 | | Engineering services |
| 24/08/2018 | South West Grounds Maintenance | 487 | 1,320.00 | | Verge & Cemetery cutting |
| 24/08/2018 | Parkinson Partnership LLP | 488 | 75.00 | | VAT reg. service |
| 24/08/2018 | Devon Contract Waste | 489 | 38.21 | | Waste collection |
| 24/08/2018 | Mole Valley Farmers | 490 | 5.52 | | Goods |
| 28/08/2018 | British Gas | D/D | 24.25 | | Electricity supply |
| 28/08/2018 | Elitegroup | D/D | 61.38 | | Telecom |
| 03/09/2018 | Pulse8Communications | D/D | 22.00 | | Broadband |
| 03/09/2018 | Aviva | D/D | 608.18 | | Insurance |
| 03/09/2018 | British Gas | D/D | 59.84 | | Electricity supply |
| 04/09/2018 | Clare Beresford | 491 | 40.00 | | Cleaning |
| 04/09/2018 | PCM Pest Control | 492 | 45.00 | | Eradicate wasp nest |
| 04/09/2018 | Devon & Cornwall Newspapers Lt | 493 | 36.00 | | Display advert |
| 04/09/2018 | Viking | 494 | 109.80 | | Goods |
| 04/09/2018 | Teignbridge District Council | 495 | 2,764.24 | | Payroll |
| 04/09/2018 | Mr M Wells | 496 | 119.81 | | Reimbursement - pump & sub |
| 04/09/2018 | Lisa Robillard Webb | 497 | 60.00 | | Admin service - NDP |
| 04/09/2018 | PKF Littlejohn LLP | 498 | 720.00 | | Review annual return |
| 04/09/2018 | Viking | 494 | -109.80 | | Goods |
| 05/09/2018 | British Gas | D/D | 25.50 | | Electricity supply |
| 05/09/2018 | UK Fuels Ltd | D/D | 112.39 | | Fuel |
| 10/09/2018 | Teignbridge District Council | 499 | 5,300.00 | | Payroll |
| 10/09/2018 | PHS Group | 500 | 246.48 | | Waste collection |
| 10/09/2018 | Devon Contract Waste Ltd | 501 | 40.90 | | Waste collection |
| 10/09/2018 | Lee Parmenter Contractors Ltd | 502 | 927.00 | | Grounds maintenance |
| 10/09/2018 | Devon Wildlife Trust | 503 | 77.40 | | NDP |
| 10/09/2018 | Doug Pratt Tree Consultancy | 504 | 195.00 | | Report on Cypress tree |
| 17/09/2018 | Viking | 505 | 109.80 | | Replacement chq |
| 17/09/2018 | EDF Energy | D/D | 19.58 | | Supply - CCTV cameras |
| 21/09/2018 | EE Phone | D/D | 34.72 | | Plan charge |
| 24/09/2018 | Devon Contract Waste Ltd | 506 | 34.37 | | Waste collection |
| 24/09/2018 | WBW Solicitors | 507 | 60.00 | | Land Registry fee |
| 24/09/2018 | Mr M Wells | 508 | 114.96 | | Reimbursement of subs |
| 24/09/2018 | Lisa Robillard Webb | 509 | 63.75 | | Admin service NDP |
| 24/09/2018 | Mr D Gates | 510 | 50.00 | | Refund allotment deposit |
| 24/09/2018 | Specialist Hygiene Services Lt | 511 | 283.64 | | Cleaning |
| 24/09/2018 | South West Grounds Maintenance | 512 | 1,320.00 | | Grounds maintenance |
| 24/09/2018 | Robinson White Partnership | 513 | 1,200.00 | | Survey |
| 24/09/2018 | BT Information Centre Trust | 514 | 2,000.00 | | Elector Fund Grant |
| 25/09/2018 | Elitegroup | D/D | 61.92 | | Telecom |
| 27/09/2018 | British Gas Electricity supply | D/D | 23.12 | | Electricity supply |
| 01/10/2018 | Mole Valley Farmers | 515 | 47.95 | | Bulbs |

List of Payments made between 11/08/2018 and 15/10/2018

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|------------------------------|
| 01/10/2018 | Teignbridge District Council | 516 | 2,514.24 | | Payroll |
| 01/10/2018 | Flagmakers | 517 | 38.22 | | Halyard |
| 01/10/2018 | Pulse8Communications | D/D | 22.00 | | Broadband |
| 01/10/2018 | Aviva | D/D | 608.25 | | Insurance |
| 10/10/2018 | UK Fuels Ltd | D/D | 71.71 | | Fuel |
| 15/10/2018 | Specialist Hygiene Services Lt | 518 | 283.64 | | Cleaning |
| 15/10/2018 | Robinson White Partnership Ltd | 519 | 1,080.00 | | Surveying - Community Centre |
| 15/10/2018 | Devon Contract Waste Ltd | 520 | 36.29 | | Waste collection |
| 15/10/2018 | Teignbridge District Council | 521 | 5,300.00 | | Payroll |
| 15/10/2018 | Arnolds | 522 | 28.56 | | Goods |
| 15/10/2018 | Viking | 523 | 39.74 | | Goods |
| 15/10/2018 | PHS Group | 524 | 184.86 | | Waste collection |
| 15/10/2018 | Lee Parmenter Contractors | 525 | 885.00 | | Grounds maintenance |
| 15/10/2018 | Lee Parmenter Contractors | 526 | 204.00 | | Grounds maintenance |
| 15/10/2018 | Alan Lewis | 527 | 20.00 | | Computer service |
| 15/10/2018 | S W Grounds Maintenance | 528 | 936.00 | | Grounds maintenance |
| 15/10/2018 | Rialtas Business Solutions | 529 | 198.00 | | Support |
| Total Payments | | | <u>46,885.54</u> | | |

Current Account

Receipts received between 11/08/2018 and 15/10/2018

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------------------|---------------------------|------------------|-------------|-------------|------|--------|------------------|-----------------------------|
| 373 | Banked: 20/08/2018 | 360.55 | | | | | | |
| 125 | Heritage Trust | 158.55 | | | 1900 | 100 | 158.55 | Insurance & telecom |
| 0535 | Mrs M Black | 102.00 | | | 1400 | 400 | 102.00 | Tablet |
| 126 | Funlands Funfair | 100.00 | | | 1900 | 100 | 100.00 | Use of Mill Marsh Park |
| | Banked: 24/08/2018 | 20,000.00 | | | | | | |
| Virement | Lloyds Deposit - 00711234 | 20,000.00 | | | 210 | | 20,000.00 | Virement |
| 374 | Banked: 30/08/2018 | 62.00 | | | | | | |
| 0536 | J M N Taylor | 62.00 | | | 1400 | 400 | 62.00 | Additional inscription |
| 376 | Banked: 30/08/2018 | 72.04 | | | | | | |
| 127 | Choys of Bovey | 72.04 | | | 1110 | 100 | 72.04 | Christmas lights collection |
| | Banked: 10/09/2018 | 15,000.00 | | | | | | |
| Virement | Lloyds Deposit - 00711234 | 15,000.00 | | | 210 | | 15,000.00 | Virement |
| 378 | Banked: 17/09/2018 | 2,624.00 | | | | | | |
| 128 | Bovey Dental Practice | 50.00 | | | 1120 | 100 | 50.00 | 2 Planted troughs |
| 0537 | Mrs V Rowe | 168.00 | | | 1400 | 400 | 168.00 | Ashes interment |
| 129 | Tesco Express | 50.00 | | | 1120 | 100 | 50.00 | 2 Hanging baskets |
| 130 | B T Heritage Trust | 10.00 | | | 1900 | 100 | 10.00 | Annual rent |
| 0538 | Parkers Funeral Directors | 2,346.00 | | | 1400 | 400 | 2,346.00 | Interment |
| 377 | Banked: 30/09/2018 | 691.00 | | | | | | |
| 0539 | Mrs T Scotland | 102.00 | | | 1400 | 400 | 102.00 | Tablet |
| 0540 | N J Molony | 102.00 | | | 1400 | 400 | 102.00 | Tablet |
| 131 | Mr A Blundell | 50.00 | | | 1200 | 100 | 50.00 | Allotment deposit |
| 0541 | Mr J Brown | 124.00 | | | 1400 | 400 | 124.00 | Additional inscription |
| 0542 | Mr A Hows | 124.00 | | | 1400 | 400 | 124.00 | Additional inscription |
| 0543 | Mr & Mrs A Evans | 189.00 | | | 1400 | 400 | 189.00 | Headstone |
| | Banked: 15/10/2018 | 15,000.00 | | | | | | |
| Virement | Lloyds Deposit - 00711234 | 15,000.00 | | | 210 | | 15,000.00 | Virement |
| Total Receipts: | | 53,809.59 | 0.00 | 0.00 | | | 53,809.59 | |

Current Account

Payments made between 16/10/2018 and 10/12/2018

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|----------------------------------|--------------------------------|-----------|------------------|-------------|-----------------|------|--------|------------------|-----------------------------|
| 16/10/2018 | EDF Energy | D/D | 19.19 | | 0.91 | 4190 | 200 | 18.28 | Supply CCTV |
| 22/10/2018 | N Brock | 530 | 335.00 | | | 4500 | 400 | 335.00 | Gravedigging |
| 22/10/2018 | Lisa Robillard Webb | 531 | 56.25 | | | 4910 | 350 | 56.25 | Admin. NDP |
| 22/10/2018 | MAT Electrics Ltd | 532 | 6,670.31 | | 1,111.72 | 4540 | 500 | 5,558.59 | Installation of light |
| 22/10/2018 | Devon Contract Waste Ltd | 533 | 33.22 | | 5.54 | 4540 | 500 | 27.68 | Waste collection |
| 22/10/2018 | Teignbridge District Council | 534 | 2,194.00 | | | 4190 | 200 | 1,012.00 | Half year rates |
| | | | | | | 4500 | 400 | 961.00 | Half year rates |
| | | | | | | 4540 | 500 | 221.00 | Half year rates |
| 22/10/2018 | Mrs D Scurfield | 535 | 50.00 | | | 4300 | 300 | 50.00 | Refund allotment deposit |
| 22/10/2018 | Mr M Wells | 536 | 45.50 | | | 4540 | 500 | 45.50 | Reimbursement - rubber mats |
| 22/10/2018 | EE phone | D/D | 34.72 | | 5.79 | 4190 | 200 | 28.93 | Plan charge |
| 26/10/2018 | British Gas | D/D | 24.39 | | 1.16 | 4360 | 300 | 23.23 | Electricity supply |
| 26/10/2018 | Elitegroup | D/D | 61.15 | | 10.19 | 4190 | 200 | 50.96 | Telecom |
| 01/11/2018 | Marketing Solutions | 537 | 530.00 | | | 4190 | 200 | 530.00 | Newsletter |
| 01/11/2018 | 1st Office Equipment Ltd | 538 | 399.36 | | 66.56 | 4190 | 200 | 332.80 | Copier charge |
| 01/11/2018 | Devon & Cornwall Newspapers | 539 | 216.00 | | 36.00 | 4190 | 200 | 180.00 | Display ad. |
| 01/11/2018 | BTYA | 540 | 1,875.00 | | | 4600 | 600 | 1,875.00 | Aug - Oct payts. |
| 01/11/2018 | Devon Communities Together | 541 | 108.98 | | | 4910 | 350 | 108.98 | Course attendance |
| 01/11/2018 | Devon County Council | 542 | 200.00 | | | 4470 | 350 | 200.00 | Fee - road closure |
| 01/11/2018 | South West Water | 543 | 21.33 | | | 4500 | 400 | 21.33 | Supply - Cemetery |
| 01/11/2018 | Teignbridge CVS | 544 | 25.00 | | | 4190 | 200 | 25.00 | Course attendance |
| 01/11/2018 | Viking | 545 | 39.74 | | 6.62 | 4190 | 200 | 33.12 | Replacement chq |
| 01/11/2018 | Teignbridge District Council | 546 | 5,300.00 | | | 4000 | 150 | 5,300.00 | Replacement chq - payroll |
| 01/11/2018 | Pulse8Communications | D/D | 22.00 | | 3.67 | 4190 | 200 | 18.33 | Broadband |
| 07/11/2018 | UK Fuels Ltd | D/D | 114.75 | | 19.13 | 4540 | 500 | 95.62 | Fuel |
| 12/11/2018 | PHS Group | 547 | 246.48 | | 41.08 | 4540 | 500 | 205.40 | Waste collection |
| 12/11/2018 | Lee Parmenter Contractors | 548 | 453.00 | | 75.50 | 4540 | 500 | 377.50 | Grounds maintenance |
| 12/11/2018 | S W Grounds Maintenance | 549 | 480.00 | | 80.00 | 4540 | 500 | 400.00 | Verge cutting |
| 12/11/2018 | Specialist Hygiene Services Lt | 550 | 283.64 | | 47.27 | 4360 | 300 | 236.37 | Cleaning |
| 12/11/2018 | E Bowden & Sons | 551 | 63.01 | | 10.50 | 4540 | 500 | 52.51 | Repair |
| 12/11/2018 | IAC Audit & Consultancy Ltd | 552 | 462.00 | | 77.00 | 4190 | 200 | 385.00 | GDPR Internal audit |
| 12/11/2018 | Teignbridge District Council | 553 | 7,671.43 | | | 4000 | 150 | 7,671.43 | Payroll |
| 12/11/2018 | S W Water Ltd | 554 | 763.85 | | | 4300 | 300 | 763.85 | Supply - allotments |
| 12/11/2018 | Wolton Printers | 555 | 129.60 | | 21.60 | 4910 | 350 | 108.00 | Posters - NDP |
| 12/11/2018 | Devon Assoc of Local Councils | 556 | 50.00 | | | 4190 | 200 | 50.00 | AGM attendance |
| 12/11/2018 | Teignbridge District Council | 557 | 70.20 | | 11.70 | 4190 | 200 | 58.50 | Payroll services |
| 12/11/2018 | Devon Contract Waste | 558 | 49.82 | | 8.30 | 4540 | 500 | 41.52 | Waste collection |
| 12/11/2018 | Firewatch SW Ltd | 559 | 192.78 | | 32.13 | 4910 | 350 | 160.65 | Prints |
| Subtotal Carried Forward: | | | 29,291.70 | 0.00 | 1,672.37 | | | 27,619.33 | |

Current Account

Payments made between 16/10/2018 and 10/12/2018

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | Nominal Ledger Analysis | | £ Amount | Transaction De |
|---------------------------|--------------------------------|-----------|--------------|-------------|----------|-------------------------|--------|-----------|--------------------------------|
| | | | | | | A/c | Centre | | |
| 12/11/2018 | Newton Abbot Security Trust | 560 | 500.00 | | | 4190 | 200 | 500.00 | CCTV monitori |
| 12/11/2018 | Peregrine Mears Architects Ltd | 561 | 8,352.00 | | 1,392.00 | 4250 | 250 | 6,960.00 | Fee - stage 4B |
| 12/11/2018 | Devon & Cornwall Newspapers | 562 | 216.00 | | 36.00 | 4190 | 200 | 180.00 | Display ad. |
| 12/11/2018 | S W Water Ltd | 563 | 18.91 | | | 4710 | 700 | 18.91 | Supply Heathfi Youth Cent |
| 12/11/2018 | S W Water Business | 564 | 288.79 | | | 4360 | 300 | 288.79 | Supply Rec Gn toilets |
| 15/11/2018 | EDF Energy | D/D | 19.58 | | 0.93 | 4190 | 200 | 18.65 | Supply - CCTV |
| 16/11/2018 | British Gas | D/D | 123.21 | | 5.86 | 4190 | 200 | 117.35 | Electricity supp |
| 21/11/2018 | EE Phone | D/D | 34.72 | | 5.79 | 4190 | 200 | 28.93 | Plan charge |
| 26/11/2018 | S W Water Ltd | 565 | 9.45 | | | 4710 | 700 | 9.45 | Supply - Youth Facility |
| 26/11/2018 | PVM Supplies | 566 | 133.49 | | 22.25 | 4540 | 500 | 111.24 | Goods |
| 26/11/2018 | Viking | 567 | 92.25 | | 4.13 | 4190 | 200 | 88.12 | Goods |
| 26/11/2018 | Devon Contract Waste | 568 | 33.22 | | 5.54 | 4540 | 500 | 27.68 | Waste collectio |
| 26/11/2018 | IAC Audit & Consultancy Ltd | 569 | 462.00 | | 77.00 | 4190 | 200 | 385.00 | Internal audit service |
| 26/11/2018 | Specialist Hygiene Services Lt | 570 | 283.64 | | 47.27 | 4360 | 300 | 236.37 | Cleaning |
| 26/11/2018 | Mr U Arnold | 571 | 17.96 | | | 4910 | 350 | 17.96 | Purchase of ligt |
| 26/11/2018 | TRBL Poppy Appeal | 572 | 18.50 | | | 4190 | 200 | 18.50 | Wreath |
| 26/11/2018 | B T Primary School | 573 | 250.00 | | | 4190 | 200 | 250.00 | Policy excess |
| 26/11/2018 | SLCC | 574 | 299.00 | | | 4190 | 200 | 299.00 | Annual member |
| 26/11/2018 | SLCC | 575 | 40.00 | | | 4190 | 200 | 40.00 | ALCC members |
| 26/11/2018 | British Gas | D/D | 76.24 | | 3.63 | 4710 | 700 | 72.61 | Electricity Supp |
| 27/11/2018 | British Gas | D/D | 27.39 | | 1.30 | 4360 | 300 | 26.09 | Electricity suppl |
| 28/11/2018 | Elitegroup | D/D | 59.20 | | 9.86 | 4190 | 200 | 49.34 | Telecom |
| 03/12/2018 | Devon & Cornwall Newspapers | 576 | 36.00 | | 6.00 | 4190 | 200 | 30.00 | Display advertisement |
| 03/12/2018 | Bovey Court Garage | 577 | 255.17 | | 35.86 | 4540 | 500 | 219.31 | Repairs & MOT |
| 03/12/2018 | Specialist Hygiene Services Lt | 578 | 283.64 | | 47.27 | 4360 | 300 | 236.37 | Cleaning |
| 03/12/2018 | Teignbridge District Council | 579 | 2,085.83 | | | 4000 | 150 | 2,085.83 | Payroll |
| 03/12/2018 | Pulse8Communications | D/D | 22.00 | | 3.67 | 4190 | 200 | 18.33 | Broadband |
| 05/12/2018 | UK Fuels Ltd | D/D | 75.59 | | 12.60 | 4540 | 500 | 62.99 | Fuel |
| 10/12/2018 | Mrs B Fletcher | 580 | 48.00 | | | 4190 | 200 | 48.00 | Cleaning |
| 10/12/2018 | N Brock | 581 | 430.00 | | | 4500 | 400 | 430.00 | Gravedigging |
| 10/12/2018 | S W Grounds Maintenance | 582 | 1,800.00 | | 300.00 | 4500 | 400 | 1,500.00 | Hedgecutting |
| 10/12/2018 | Post Office Ltd | 583 | 250.00 | | | 4540 | 500 | 250.00 | Vehicle tax |
| 10/12/2018 | PHS Group | 584 | 308.10 | | 51.35 | 4540 | 500 | 256.75 | Waste collection |
| 10/12/2018 | Arnolds | 585 | 13.08 | | 2.18 | 4540 | 500 | 10.90 | Goods |
| 10/12/2018 | Devon Contract Waste | 586 | 33.22 | | 5.54 | 4540 | 500 | 27.68 | Waste collection |
| 10/12/2018 | Teignbridge District Council | 587 | 5,300.00 | | | 4000 | 150 | 5,300.00 | Payroll |
| 10/12/2018 | Elite Group | 588 | 149.00 | | | 4190 | 200 | 149.00 | Telecom line transfer (ICT) |
| Subtotal Carried Forward: | | | 51,736.88 | 0.00 | 3,748.40 | | | 47,988.48 | |

Date: 20/12/2018

Bovey Tracey Town Council

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Time: 12:31

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User: LINDA

Current Account

Payments made between 16/10/2018 and 10/12/2018

| | | | | | | | | | | Nominal Ledger Analysis | |
|-----------------|----------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|----------------------------|-------------------------|--|
| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Details</u> | | |
| 10/12/2018 | Mr D Curtis | 589 | 180.00 | | | 4500 | 400 | 180.00 | Repairs at Cemetery | | |
| 10/12/2018 | Total Event Hire Ltd | 590 | 36.96 | | 6.16 | 4190 | 200 | 30.80 | Hire of glasses | | |
| 10/12/2018 | 1010 Media Ltd | 591 | 600.00 | | 100.00 | 4190 | 200 | 500.00 | Annual hosting & support | | |
| Total Payments: | | | 52,553.84 | 0.00 | 3,854.56 | | | 48,699.28 | | | |

Current Account

Receipts received between 16/10/2018 and 10/12/2018

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> |
|---------------------------|----------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| BACS | Banked: 31/10/2018 | 45.00 | | | | | | |
| BACS | Devon Guild Ltd | 45.00 | | | 1110 | 100 | 45.00 | Christmas tree |
| 378 | Banked: 01/11/2018 | 1,235.00 | | | | | | |
| 132 | H Mann & Son | 200.00 | | | 1200 | 100 | 200.00 | Rent - Brimley Field |
| 0544 | WBW Solicitors | 62.00 | | | 1400 | 400 | 62.00 | Additional inscription |
| 0545 | Mr L Herd | 378.00 | | | 1400 | 400 | 378.00 | Headstone |
| 133 | BDF Fresh Produce Ltd | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| 0546 | Mrs C Murray | 460.00 | | | 1400 | 400 | 460.00 | Ashes interment & |
| 134 | Aian B Matthews | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| 135 | The Copper Kettle | 75.00 | | | 1110 | 100 | 75.00 | Christmas tree & lights |
| | Banked: 01/11/2018 | 15,000.00 | | | | | | |
| Virement | Lloyds Deposit - 00711234 | 15,000.00 | | | 210 | | 15,000.00 | Virement |
| BACS | Banked: 02/11/2018 | 27.00 | | | | | | |
| BACS | Addaction | 27.00 | | | 1900 | 100 | 27.00 | Hire Council Chamber |
| BACS | Banked: 02/11/2018 | -27.00 | | | | | | |
| BACS | Addaction | -27.00 | | | 1900 | 100 | -27.00 | Hire Council Chamber |
| BACS | Banked: 02/11/2018 | 27.00 | | | | | | |
| BACS | Addaction | 27.00 | | 4.50 | 1900 | 100 | 22.50 | Hire Council Chamber |
| BACS | Banked: 07/11/2018 | 30.00 | | | | | | |
| BACS | Ashtons Complete | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| 379 | Banked: 08/11/2018 | 827.00 | | | | | | |
| 136 | Coombes & Sons | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| 137 | Hairwaves Ltd | 45.00 | | | 1110 | 100 | 45.00 | Christmas tree |
| 138 | Riverside Surgery | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| 139 | Serendipity | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| 140 | Dartmoor Whisky Distillery | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| 141 | J P Sibley & Sons Ltd | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| 142 | Pink's Place | 35.00 | | | 1110 | 100 | 35.00 | Christmas lights |
| 143 | Inner Light Coffee Shop | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| 0547 | M B Harrison | 378.00 | | | 1400 | 400 | 378.00 | Headstone |
| 0548 | R Harrison | 189.00 | | | 1400 | 400 | 189.00 | Headstone |
| BACS | Banked: 09/11/2018 | 30.00 | | | | | | |
| BACS | Rowcroft Hospice Shop | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| | Banked: 12/11/2018 | 15,000.00 | | | | | | |
| Virement | Lloyds Deposit - 00711234 | 15,000.00 | | | 210 | | 15,000.00 | Virement |
| BACS | Banked: 12/11/2018 | 30.00 | | | | | | |
| BACS | Wildmoor | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| BACS | Banked: 12/11/2018 | 45.00 | | | | | | |
| BACS | Bovey Handloom Weavers | 45.00 | | | 1110 | 100 | 45.00 | Christmas tree |
| BACS | Banked: 16/11/2018 | 9.00 | | | | | | |
| Subtotal Carried Forward: | | 32,278.00 | 0.00 | 4.50 | | | 32,264.50 | |

Current Account

Receipts received between 16/10/2018 and 10/12/2018

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------|---------------------------|-----------------|-----------|-------|------|--------|-----------|---------------------------|
| BACS | Addaction | 9.00 | | 1.50 | 1900 | 100 | 7.50 | Hire Council Chamber |
| BACS | Banked: 19/11/2018 | 45.00 | | | | | | |
| BACS | Bradleys Estate Agents | 45.00 | | | 1110 | 100 | 45.00 | Christmas tree |
| BACS | Banked: 19/11/2018 | 75.00 | | | | | | |
| BACS | Loughtons | 75.00 | | | 1110 | 100 | 75.00 | Christmas tree & lights |
| 380 | Banked: 20/11/2018 | 1,561.10 | | | | | | |
| 144 | Dolly Tub Launderette | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| 145 | Spin a Yarn | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| 146 | L Pawson | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| 147 | Cheese Shed | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| 148 | Moor & Tor | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| 149 | Lord A Vizor | 50.00 | | | 1200 | 100 | 50.00 | Deposit Allotment 28A |
| 0549 | Coombes & Sons | 1,274.00 | | | 1400 | 400 | 1,274.00 | Purchase plot & interment |
| 150 | Heritage Trust | 57.10 | | | 1900 | 100 | 57.10 | Telecom |
| 151 | Quality Dental Care | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| BACS | Banked: 20/11/2018 | 30.00 | | | | | | |
| BACS | Arnolds | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| BACS | Banked: 26/11/2018 | 30.00 | | | | | | |
| BACS | Clive Parker Opticians | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| BACS | Banked: 28/11/2018 | 30.00 | | | | | | |
| BACS | Independent Vetcare | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| BACS | Banked: 03/12/2018 | 30.00 | | | | | | |
| BACS | Chamberlains | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| BACS | Banked: 03/12/2018 | 20.00 | | | | | | |
| BACS | J Surtees | 20.00 | | | 1200 | 100 | 20.00 | Allotment 11B rent |
| BACS | Banked: 05/12/2018 | 20.00 | | | | | | |
| BACS | Ms N Wilson | 20.00 | | | 1200 | 100 | 20.00 | Allotment 13B rent |
| 381 | Banked: 06/12/2018 | 1,177.82 | | | | | | |
| 152 | Spice Bazaar | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| 0550 | WBW Solicitors | 62.00 | | | 1400 | 400 | 62.00 | Additional inscription |
| 153a | Angel Home Care | 198.00 | | 33.00 | 1900 | 100 | 165.00 | Hire Council Chamber |
| 153b | Angel Home Care | 30.00 | | | 1110 | 100 | 30.00 | Christmas lights |
| 154 | BT Info Centre | 80.82 | | | 1900 | 100 | 80.82 | Telecom service |
| 0551 | Hugh James | 124.00 | | | 1400 | 400 | 124.00 | Additional inscription |
| 0552 | Parkers Funeral Directors | 553.00 | | | 1400 | 400 | 553.00 | Burial |
| 155 | Mr D Heath | 30.00 | | | 1200 | 100 | 30.00 | Allotment 3 rent |
| 156 | Mr B Elgar | 50.00 | | | 1200 | 100 | 50.00 | Allotment 34 rent |
| 157 | Mr J Bamforth | 20.00 | | | 1200 | 100 | 20.00 | Allotment 17 - rent |
| BACS | Banked: 06/12/2018 | 20.00 | | | | | | |
| BACS | Ms H Frances | 20.00 | | | 1200 | 100 | 20.00 | Allotment 8B rent |
| BACS | Banked: 06/12/2018 | 50.00 | | | | | | |
| Subtotal Carried Forward: | | 35,366.92 | 0.00 | 39.00 | | | 35,277.92 | |

20/12/2018

Bovey Tracey Town Council

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User: LINDA

Current Account

Receipts received between 16/10/2018 and 10/12/2018

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> |
|------------------------|---------------------------|------------------------|------------------|--------------|------------|---------------|------------------|---------------------------|
| BACS | Mr A Pewsey | 50.00 | | | 1200 | 100 | 50.00 | Allotment 42 rent |
| BACS | Banked: 06/12/2018 | 50.00 | | | | | | |
| BACS | Mrs L Pewsey | 50.00 | | | 1200 | 100 | 50.00 | Allotment 43 rent |
| | Banked: 10/12/2018 | 15,000.00 | | | | | | |
| Virement | Lloyds Deposit - 00711234 | 15,000.00 | | | 210 | | 15,000.00 | Virement |
| Total Receipts: | | 50,416.92 | 0.00 | 39.00 | | | 50,377.92 | |

Bovey Tracey Town Council

Bank - Cash and Investment Reconciliation as at 10 December 2018

| | | <u>Account Description</u> | <u>Balance</u> |
|---------------------------------------|------------|----------------------------|-------------------|
| <u>Bank Statement Balances</u> | | | |
| 1 | 10/12/2018 | Current Account | 27,864.63 |
| 2 | 30/11/2018 | Bus Bank Instant | 252,764.63 |
| 3 | 30/11/2018 | Lloyds Deposit 07214996 | 350,408.91 |
| | | | 631,038.17 |
| <u>Unpresented Payments</u> | | | |
| 1 | 24/09/2018 | 507 | 60.00 |
| 1 | 26/11/2018 | 568 | 33.22 |
| 1 | 26/11/2018 | 571 | 17.96 |
| 1 | 26/11/2018 | 573 | 250.00 |
| 1 | 26/11/2018 | 574 | 299.00 |
| 1 | 26/11/2018 | 575 | 40.00 |
| 1 | 03/12/2018 | 576 | 36.00 |
| 1 | 03/12/2018 | 578 | 283.64 |
| 1 | 03/12/2018 | 579 | 2,085.83 |
| 1 | 10/12/2018 | 580 | 48.00 |
| 1 | 10/12/2018 | 581 | 430.00 |
| 1 | 10/12/2018 | 582 | 1,800.00 |
| 1 | 10/12/2018 | 583 | 250.00 |
| 1 | 10/12/2018 | 584 | 308.10 |
| 1 | 10/12/2018 | 585 | 13.08 |
| 1 | 10/12/2018 | 586 | 33.22 |
| 1 | 10/12/2018 | 587 | 5,300.00 |
| 1 | 10/12/2018 | 588 | 149.00 |
| 1 | 10/12/2018 | 589 | 180.00 |
| 1 | 10/12/2018 | 590 | 36.96 |
| 1 | 10/12/2018 | 591 | 600.00 |
| 2 | 10/12/2018 | Virement | 15,000.00 |
| | | | 27,254.01 |
| | | | 603,784.16 |
| <u>Receipts not on Bank Statement</u> | | | |
| 0 | 10/12/2018 | All Receipts Cleared | 0.00 |
| | | | 0.00 |
| Closing Balance | | | 603,784.16 |
| <u>All Cash & Bank Accounts</u> | | | |
| Current Account | | | 15,610.62 |
| Lloyds Deposit - 00711234 | | | 237,764.63 |
| Lloyds Deposit - 07214996 | | | 350,408.91 |
| Other Cash & Bank Balances | | | 0.00 |
| Total Cash & Bank Balances | | | 603,784.16 |

| Row | Income | Budget 2015/16 | Actual 2015/16 | Budget 2016/17 | Actual 2016/17 | Budget 2017/18 | Actual 2017/18 | Budget 2018/19 | Budget 2019/20 |
|-----|----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 11 | Precept | £186,450.00 | £186,450.00 | £192,650.00 | £192,650.00 | £199,565.00 | £199,565.00 | £205,990.00 | £232,850.00 |
| 12 | Council Tax Support Grant (CTSG) | £16,600.00 | £16,600.00 | £16,850.00 | £16,650.00 | £16,400.00 | £16,400.00 | £14,760.00 | £0.00 |
| 13 | Interest | £100.00 | £128.28 | £100.00 | £231.47 | £100.00 | £277.38 | £100.00 | £100.00 |
| 14 | Allocments & Brimley Field | £2,000.00 | £7,550.00 | £2,000.00 | £2,255.00 | £2,000.00 | £2,650.00 | £2,000.00 | £2,000.00 |
| 15 | Town Hall Lettings | £4,800.00 | £4,851.90 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 16 | Burial Fees | £12,000.00 | £16,441.39 | £12,000.00 | £20,889.00 | £12,000.00 | £24,982.50 | £15,000.00 | £14,000.00 |
| 17 | Other Income | £3,500.00 | £17,598.89 | £3,700.00 | £2,671.78 | £3,700.00 | £2,913.87 | £3,700.00 | £3,700.00 |
| 18 | P3 & Other Grants | £1,000.00 | £65,680.00 | £1,000.00 | £41,881.93 | £1,000.00 | £10,928.42 | £1,000.00 | £1,000.00 |
| 19 | Christmas Lights | £2,000.00 | £1,901.49 | £2,000.00 | £1,598.72 | £2,000.00 | £1,320.00 | £1,800.00 | £1,800.00 |
| 110 | Britain in Bloom | £1,800.00 | £2,060.00 | £1,800.00 | £2,530.00 | £1,800.00 | £2,700.00 | £1,800.00 | £1,800.00 |
| 111 | S106 Reccept/CIL Contributions | £0.00 | £71,893.42 | £0.00 | £3,117.02 | £0.00 | £7,998.90 | £0.00 | £0.00 |
| 112 | Flag Project | £0.00 | £510.00 | £0.00 | £45.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 113 | Sale of Town Hall | £0.00 | £92,328.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 114 | Insurance Claim | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 115 | Total | £230,250.00 | £428,993.37 | £231,900.00 | £284,519.92 | £238,565.00 | £289,736.07 | £246,150.00 | £267,250.00 |

DRAFT

Proposed Budget 2019/20 (Expenditure)

Budget 2019/20

| | Expenditure | Budget 2015/16 | Actual 2015/16 | Budget 2016/17 | Actual 2016/17 | Budget 2017/18 | Actual 2017/18 | Budget 2018/19 | Budget 2019/20 |
|-----|---------------------------------|----------------|----------------|----------------|----------------|----------------|-----------------|----------------|----------------|
| e1 | Allocments | £1,200.00 | £1,462.97 | £1,200.00 | £1,424.14 | £1,200.00 | £1,068.75 | £1,200.00 | £1,200.00 |
| e2 | Town Hall | £9,000.00 | £9,137.59 | £9,000.00 | Inc In Est Ch. | £9,000.00 | Inc In Est Ch. | £9,000.00 | £9,000.00 |
| e3 | Cemetery | £13,000.00 | £7,732.38 | £13,000.00 | £7,550.04 | £13,000.00 | £10,908.90 | £13,000.00 | £13,000.00 |
| e4 | Britain in Bloom | £4,000.00 | £3,612.56 | £4,000.00 | £4,615.01 | £4,000.00 | £4,087.27 | £4,000.00 | £4,000.00 |
| e5 | Basket/Trough Watering | £0.00 | £0.00 | £4,000.00 | £3,240.00 | £5,500.00 | Inc In Salaries | £4,000.00 | £4,000.00 |
| e6 | Bus Shelters | £500.00 | £0.00 | £500.00 | £0.00 | £900.00 | £0.00 | £500.00 | £500.00 |
| e7 | Recreation Grounds | £16,000.00 | £60,419.32 | £16,000.00 | £13,407.12 | £16,000.00 | £18,219.35 | £16,000.00 | £18,000.00 |
| e8 | Establishment Expenses | £25,000.00 | £26,497.23 | £26,000.00 | £29,026.59 | £26,000.00 | £28,088.47 | £26,000.00 | £26,000.00 |
| e9 | Wages, N.I. & Pensions | £84,850.00 | £80,040.52 | £80,850.00 | £78,693.80 | £82,515.00 | £87,692.91 | £86,000.00 | £92,200.00 |
| e10 | Replacement Photocopier | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| e11 | Pottery Leat | £200.00 | £200.00 | £200.00 | £200.00 | £200.00 | £0.00 | £200.00 | £200.00 |
| e12 | Christmas Lights | £5,000.00 | £5,500.00 | £5,300.00 | £6,550.00 | £5,300.00 | £5,940.00 | £5,300.00 | £5,300.00 |
| e13 | Election | £6,000.00 | £4,230.65 | £6,000.00 | £2,221.72 | £6,000.00 | £2,221.72 | £6,000.00 | £6,000.00 |
| e14 | Contingency | £5,000.00 | £0.00 | £5,000.00 | £0.00 | £5,000.00 | £0.00 | £5,000.00 | £5,000.00 |
| e15 | Information Centre | £750.00 | £0.00 | £750.00 | £0.00 | £750.00 | £0.00 | £750.00 | £750.00 |
| e16 | Parish Paths Partnership | £100.00 | £23.70 | £100.00 | £0.00 | £100.00 | £0.00 | £100.00 | £100.00 |
| e17 | Heathfield Youth Project | £2,000.00 | £140.96 | £2,000.00 | £286.21 | £2,000.00 | £2,432.01 | £2,000.00 | £2,000.00 |
| e18 | BTVA | £7,500.00 | £7,500.00 | £7,500.00 | £6,875.00 | £7,500.00 | £8,125.00 | £7,500.00 | £7,500.00 |
| e19 | The Old Thatched Inn | £40,000.00 | £0.00 | £40,000.00 | £8,886.00 | £40,000.00 | £17,388.25 | £40,000.00 | £40,000.00 |
| e20 | Regeneration Project | £2,500.00 | £5,000.00 | £2,500.00 | £5,385.49 | £2,500.00 | £2,500.00 | £2,500.00 | £2,500.00 |
| e21 | Bovey Community Care | £1,500.00 | £1,500.00 | £1,500.00 | £1,500.00 | £1,500.00 | £1,500.00 | £1,500.00 | £1,500.00 |
| e22 | Heritage Centre & Trail | £0.00 | £465.00 | £0.00 | £1,754.12 | £0.00 | £0.00 | £0.00 | £0.00 |
| e23 | Legal Advice Service | £0.00 | £1,500.00 | £1,500.00 | £1,500.00 | £1,500.00 | £0.00 | £1,800.00 | £1,700.00 |
| e24 | Grants/P3 | £0.00 | £75.00 | £0.00 | £3,000.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| e25 | Flag Project | £2,000.00 | £3,930.13 | £0.00 | £1,185.47 | £0.00 | £450.00 | £3,500.00 | £3,500.00 |
| e26 | Tree related Works | £5,000.00 | £5,507.21 | £5,000.00 | £3,836.76 | £5,000.00 | £4,491.88 | £5,000.00 | £5,000.00 |
| e27 | Recreation Ground Toilets | £0.00 | £0.00 | £0.00 | £1,344.00 | £0.00 | £1,411.20 | £1,000.00 | £2,000.00 |
| e28 | Vergetes & Weed Spraying | £0.00 | £0.00 | £0.00 | £658.99 | £0.00 | £959.99 | £500.00 | £500.00 |
| e29 | Software | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £800.00 | £800.00 |
| e30 | Training Budget | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £3,200.00 | £2,000.00 | £2,000.00 |
| e31 | Temp Toilet Hire - Station Road | £0.00 | £0.00 | £0.00 | £921.00 | £0.00 | £4,561.31 | £1,000.00 | £1,000.00 |
| e32 | Green Man Festival | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £1,073.99 | £1,000.00 | £1,000.00 |
| e33 | Neighbourhood Development Plan | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £1,000.00 | £1,000.00 |
| e34 | Community Grants Budget | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £1,000.00 |
| e35 | Additional Town Hall Rent | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| e36 | Total | £231,100.00 | £225,460.22 | £231,900.00 | £194,041.46 | £238,565.00 | £217,984.00 | £247,150.00 | £257,250.00 |

BOVEY TRACEY TOWN COUNCIL
 BUDGETED INCOME & EXPENDITURE &
 INDICATIVE PRECEPT FIGURE FOR 2019/2020

2019/2020:

| | | | |
|--------------------------------------|---|----------------|---|
| Total Budgeted Expenditure 2019/2020 | £ | 257,250 | |
| Total Budgeted Income (deduct) | | <u>24,400</u> | |
| | | 232,850 | |
| Council Tax Support Grant (deduct) | | 0.00 * | |
| | | 232,850 | (please refer to the attached budget for 2019/20) |

Proposed Precept
2019/2020: £232,850

£76.90 per Band D property **
(9.19% increase) ***

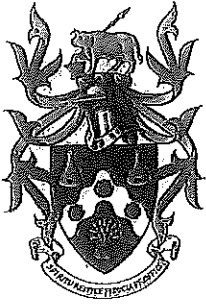
| | | |
|--------------------|----------|----------------------------|
| Precept 2018/2019: | £205,990 | £70.43 per Band D property |
| Precept 2017/2018: | £199,565 | £69.91 per Band D property |
| Precept 2016/2017: | £192,650 | £68.55 per Band D property |
| Precept 2015/2016: | £186,450 | £67.53 per Band D property |
| Precept 2014/2015: | £172,165 | £63.94 per Band D property |
| Precept 2013/2014: | £188,855 | £64.04 per Band D property |
| Precept 2012/2013: | £188,855 | £64.04 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 £0 for 2019/20 (a reduction of £14,760 from 2018/19)

** The calculation of the precept figure is based on the number of Band D properties for 2019/20 – 3027.70. An increase (103) from 2924.60 in 2018/19.

*** Proposal compares to a 9.19% increase per Band D Property (Around 12p per week/£6.47 per year)



BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG
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Office hours: 10.30am - 12.30pm Mon, Wed, & Fri.

Bovey Tracey Town Council - Precept demand

What is a Parish Precept?

A Parish Council gets its funding by receiving a small amount of the local Council Tax. This is referred to as a The Parish Precept.

How the precept is calculated

Each parish council forecasts how much money it is going to need the following year. This is then divided by the number of properties in the parish that fall into Band D Council Tax bands. This figure is adjusted to take account of such things as exempt properties and planned new houses to get the precept each Council Tax payer in the parish will contribute.

Bovey Tracey Town Council's Finance, Resources & General Purposes Committee recommended a parish precept of £232,850 for the financial year 2019/20. This is a 9.19% increase from 2018/19. The main changes are largely attributed to 5 key areas, which are further explained below:

i) Council Tax Support Grant

Each year the Town Council receives two payments from Teignbridge District Council (Precept & Council Tax Support Grant). This year (2018/19) the Council Tax Support Grant was reduced by 10% (£16,400 to £14,760). The Town Council were expecting further reductions for 2019/20, however this amount has now been removed completely.

| <u>2018/19</u> | <u>2019/20</u> |
|----------------|----------------|
| £14,760 | £0 |

ii) Recreation Grounds

2 years ago, the Town Council re-let its Grounds Maintenance Contract. As part of this tender exercise a new contractor was appointed. During the period of the contract, it was clear that the contractor could not provide the required level of service for the amount tendered and standards started to drop. For 2019/20 a new contract is being tendered.

| <u>2018/19</u> | <u>2019/20</u> |
|----------------|----------------|
| £16,000 | £18,000 |

Continued...

iii) Salaries & associated costs

The Town Council's employment contracts are in-line with the National Association of Local Councils (NALC). NALC are proposing to restructure pay grades to ensure all reach the currently projected rate for the National Living Wage by 2020.

| <u>2018/19</u> | <u>2019/20</u> |
|----------------|----------------|
| £86,000 | £92,200 |

iv) Verges/Weed Spraying

Devon County Council offered a reduced service to roadside verges, committing to only cutting grass on visibility splays. The Town Council subsequently took on this function to cut all roadside grass verges in addition to the mandatory visibility splays. In addition, the Town Council would now like to now provide some form of roadside weed treatment throughout the parish, in main footfall areas.

| <u>2018/19</u> | <u>2019/20</u> |
|----------------|----------------|
| £1,000 | £2,000 |

v) Grants

During 2018/19, the Town Council resolved to create a Grant Awarding Policy in response to applications received for small grants from local groups and organisations. To support this offer, the Town Council wish to introduce a Grants budget.

| <u>2018/19</u> | <u>2019/20</u> |
|----------------|----------------|
| £0 | £1,000 |

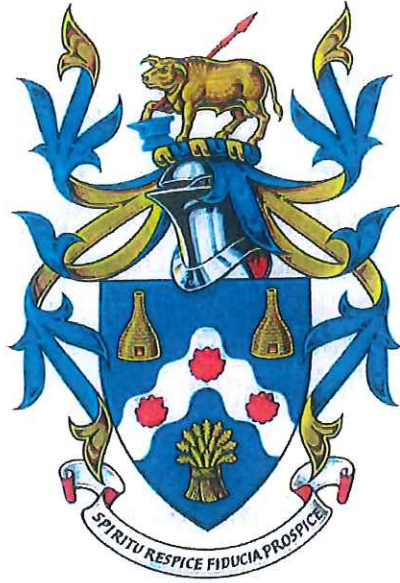
Most other income/expenditure remains the same with little changed from the current year. The resulting increase in precept, per Band D property equates to approximately 12p per week/£6.47 per year.

Bovey Tracey Town Council
Interim Internal Audit Observations 2018



| Audit visit date | Priority | Observation | Recommendation | Status | Comments |
|------------------|----------|---|---|---------|---|
| 25 October 2018 | H | It was noted that the Opening Balance on the Alpha system did not agree with the values stated in the 2018 Annual Return. This was due to creditors and debtors journals for 2017/18 not being entered on the Alpha system. As a consequence of this payments in respect of 2017/18 may have been recorded as expenses in 2018-19 | The Council to contact Riathas (the software supplier) to clarify how to correct the opening balance. A schedule detailing the difference in the opening balance was supplied by the auditor to the Town Clerk | Pending | The Town Clerk has contacted Riathas and made the following differences to the opening balance for 2018/19: £11,248.58 (General Reserves) £1,214.93 (VAT Control Account 105) -£12,463.51 (Creditors Account 500) |
| | H | Regular bank reconciliations have not been carried out in the Alpha accounting system. There were a large number of unreconciled transactions appearing on the system | The Council must put in place arrangements for the regular reconciliations of bank accounts in the Alpha system. A bank reconciliation should be prepared on Alpha each month and submitted for review and approval to the appropriate committee of the Council | Pending | Bank Reconciliations are undertaken on a monthly basis as and when statements are received. The Town Clerk to submit the reconciliation reports to FR&GP Committee along with the regular receipt/payment transaction listings. |
| | H | It is not clear that Council staff fully understand the bank reconciliation process in Alpha | The Council to contact the software supplier to arrange some form of training on how to carry out bank reconciliations | Pending | Council staff are aware of the monthly Bank Reconciliations process, which previously has been undertaken when time allows. Future reconciliations will be undertaken on a monthly basis and reported to the FR&GP Committee. |
| | H | It was not possible during the audit visit to view the signed copy of the Minutes of the Full Council meeting in which the budget and precept for 2018/19 were approved. | Council to provide the auditor with signed copy of the Minutes | Pending | Signed copies of the March Full Council Minutes have now been found and a copy has been issued to the Internal Auditor. |
| | M | The Council is continuing to run two accounting systems, the Alpha system and the manual cashbook. | Now the implementation of Alpha is in place the Council should cease use of the manual system and use the Alpha system exclusively. | Pending | The Alpha system was implemented part way through 2017/18 and operating end of year reports, highlighted errors within budget headings. Staff wish to operate a full financial year before considering withdrawing the use of the manual cash book. |
| | M | The Council does not currently use electronic banking. There have been a number of instances of cheques being rejected by the bank due to signature issues (this appears to be related to new software at the bank). | Council should consider moving to online banking and using electronic bank payments (this is now common with most Town Councils) | Pending | The issues highlighted relate to suppliers using scanning software to process cheques. Council to give consideration to switching to electronic banking in due course. |
| | M | The Council carried out a review of risk in November 2017, it has not yet minuted a review of risk in the current financial year. | Council to ensure that review of risk is formally minuted prior to the financial year end | Pending | Risk Assessment of Financial & Non-Financial Internal Controls undertaken by FR&GP/Full Council in September 2018. |

| | | | | | |
|--|---|--|--|---------|---|
| | M | The Council has not established a Reserve to monitor the use of Community Infrastructure funds received. | Council to consider establishing a Reserve for CIL | Pending | The Town Council to consider opening a separate account to monitor the use of Community Infrastructure Levy funds received. |
|--|---|--|--|---------|---|



Bovey Tracey Town Council

Induction Pack for New Councillors

Last reviewed: July 2018

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Introduction

Welcome and congratulations on your election to serve as a member of Bovey Tracey Town Council. This guide is to help you understand:

- Your obligations as a councillor
- Your role as an elected member
- The council's rules and procedures for the conduct of its business.

This guide also contains details of the Council's Standing Orders, Financial Regulations and other documents which you will find offer helpful guidance.

The Council is able to use email for the mailing of council agendas, meeting papers and other notices. If you would like to receive your correspondence electronically you will need to provide an email address which is confidential to you as a Councillor and not accessible by anyone else. This will become your official email address and correspondence will be subject to requests under the Freedom of Information Act. You will find a form to complete to advise the office of your preferred email address with your meeting papers.

If you have any queries during your term of office please do not hesitate to contact the Clerk who is always willing to help.

Contact Details

Mr Mark Wells
Bovey Tracey Town Council
Town Hall
Town Hall Place
Bovey Tracey
Devon
TQ13 9EG

01626 834217

info@boveytracey.gov.uk

The Clerk is normally available on Mondays – Fridays between 9.00am & 5.00pm.

The Clerk is your first point of contact for all matters including any complaints, or requests for action or matters concerning the business of the Council.

Section A - Getting Started

1. Declarations of Acceptance of Office

On accepting the office as councillor, you will be asked to complete a Declaration of Acceptance of Office. When you sign the Declaration, you will undertake to observe the Code of Conduct adopted by the Council so it is essential you have read the Code, a copy of which is attached, and about which more details are given at Paragraph 3 below.

You cannot participate as a Councillor (including participating in any meetings of the Council, its committees, sub committees or as a representative on an outside body) until you have signed a Declaration of Acceptance of Office.

The relevant form is included with your meeting papers, please bring this to the meeting on Monday. The Town Clerk will be available from 6.30pm to witness your signature on the form.

2. Registering Financial and Other Interests

As a member of a local authority you are also statutorily required to complete a Register of Pecuniary (Financial) Interests. This form will be lodged with the Monitoring Officer of Teignbridge District Council and the Clerk will also hold a copy for future reference. It is a public document and will be published online by Teignbridge District Council; it may also be inspected on request by any member of the public and may be referred to where there is an alleged breach of the Council's Code of Conduct.

A registration form is attached for you to complete and return to the Clerk within 28 days of your election to the council. This is a requirement of the Code and will enable you to register your Disclosable Pecuniary Interests. Full instructions are given on the form regarding its completion.

The details, which you will need to register, are set out in full in Part 5 of the Code of Conduct for Members. You are also required to register any change to the interests previously registered, within 28 days of becoming aware of such a change. If you have any changes to register at any time, please inform the Clerk to ensure that the appropriate changes are advised to the Monitoring Officer.

Please note that you are responsible for keeping your Register entries up to date. The fact that you have registered a particular interest in writing, does not absolve you from making a disclosure of that interest at meetings should

circumstances arise. In fact, it should remind you of the need to make a disclosure. Further information on making disclosures at meetings is given in Section D.

3. Code of Conduct

As an elected member, you are required to consider all matters with an open mind, in an open and transparent process free from an interest. The Council has adopted a Code of Conduct for its Members, which reflects its statutory requirement to promote and maintain these high standards of conduct as required by the Localism Act 2011. The Code applies to you whenever you are acting as a councillor or the public perceive you to be acting as a councillor and it is essential that you become familiar with its contents as soon as possible.

When signing your Declaration of Acceptance of Office, you undertake to observe the Code and uphold the principles of public life. You are required to treat fellow councillors with respect and not seek to undermine, bully or harass your clerk or other members of staff.

The importance of this cannot be over-emphasised; breaches of the Code may be reported to the Monitoring Officer of Teignbridge District Council who has the duty to consider and investigate potential breaches of the Code. If a case is serious enough, it may be referred to an independent panel to make a judgement, which could result in public censure or in certain circumstances a criminal action.

A copy of the Code is attached and further guidance on the Code is given at Section D.

4. Members' Allowances

The Council has not adopted the Local Authorities (Members Allowances) (England) Regulations 2003 for the payment of a Basic Members Allowance. The only allowance currently paid is to the elected Town Mayor each year (£500).

5. Freedom of Information (FOI)

The Council is obliged by law to make information on its activities available to the public on request. It maintains a Publication Scheme, which is available to the public and identifies classes of information, which are routinely in the public domain. All information held by the Council is available to the public although in certain cases an exemption may apply which may permit the Council to refuse to supply information.

Information held by Members of the Council is also covered by FOI and therefore Members may be approached to produce their records if a specific enquiry warrants it. This includes notes, answering machine messages, recorded telephone conversations etc and you should seek advice from the Clerk if you have any concerns or are approached by a member of the public for this information.

6. Training

The Council recognises that members and the clerk should attend regular sessions to update and improve their understanding of matters affecting local government. It supports and encourages councillors and the clerk to attend training events, conferences and seminars provided by organisations including the Devon Association of Local Councils, Society of Local Council Clerks, and Teignbridge Council. It is recommended that you attend training relevant to any role you undertake within the Council.

Examples of training available include

- Code of Conduct
- Councillor Skills
- Chairmanship
- Planning
- Finance including budgeting, audit and risk management

Please contact the Clerk for further information on your training requirements.

Section B - Council Meetings

Attending your first meeting

Having completed all of the above, the first meeting you attend will be the first meeting after your election/co-option to office. An agenda and papers will be sent to you at least 3 working days before the meeting and you should familiarise yourself with the items for discussion. You may find it helpful to meet with the Clerk and/or Chairman before your first meeting to understand the issues to be discussed.

If you have any queries regarding any item please do not hesitate to contact me.

Calendar of Meetings

The Council meets twice monthly (approximately) on a Monday evening of every month. A calendar of meetings is published each year and you should endeavour to attend as many meetings as possible. In addition, the Chairman may call additional meetings of Full Council as required. These are known as Extra Ordinary meetings and may be called giving 3 clear days' notice.

1. The Annual Parish/Town Meeting

The Annual Parish/Town Meeting must be held between March and June of any year. It is open to all the electors in the parish and is normally chaired by the Chairman of the Council.

Strictly speaking electors can set the agenda, and in practice these meetings often celebrate local activities and debate current issues in the community. Members will therefore find it useful to be present.

The Annual Meeting this year (2019) will be held on Wednesday 27th March at 7pm in the Phoenix Hall, St John's Lane, Bovey Tracey.

2. The Annual Meeting of the Council

The Annual Meeting of the Council is held in May. The agenda for this meeting includes:

- The election of Chairman and Vice Chairman for the year
- Confirmation of the Council's Committees
- Appointment of members to the various council committees
- Appointment of representatives to outside bodies

3. Organisation of Meetings

Meetings usually take place in the Council Chamber, Town Hall, Bovey Tracey (committee's) or the Baptist Church Hall, Hind Street, Bovey Tracey (Full Council). All meetings start at either 6.30pm or 7.00pm unless the agenda states otherwise. Please note that committee meetings may start at other times and you should always check the date, time and venue before attending any meeting. This information will be at the top of the summons to attend.

An agenda is produced by the Clerk for each meeting, and copies of the agenda and supporting material are dispatched to Members generally on the Wednesday before the date of the meeting, giving you the statutory 3 clear days' notice.

4. Agenda, Reports and Minutes

The statute requires that you are 'summoned' to attend a council meeting. This formal notice will give you the date, time and place of the meeting and will include an agenda to give you details of the items to be discussed and the level of discussion to take place i.e. whether you are considering what action to take, receiving a report, resolving to take action. It is important that you take the time to read these papers before attending the meeting to familiarise yourself with the issues to be discussed.

When you receive agenda and reports for meetings, you will sometimes find a report marked "CONFIDENTIAL". Any information in this report is to be treated as confidential and **should not be divulged** to anyone who is not a Member of the Council; where the paper relates to a committee meeting this may also include other councillors who are not on the committee. If you have any doubts, please contact the Clerk who will be able to advise.

After each meeting Minutes are prepared by the Clerk. The Council agenda, together with the Minutes of the last meeting and of meetings of Committees form the basis on which the Council conducts its business.

The Council also has a system of public participation time at its meetings, where members of the public can raise issues, speak to items on the agenda and question council decisions. If you wish to have an item put on the Agenda for discussion, please contact the Clerk.

5. Constitution of Committees and Committee Structure

The council determines its committee structure at its Annual Meeting in May.

You will receive copies of all papers relating to any of the Council's committees and if the Standing Orders allow, may be able to attend and observe their meetings. However, you will not be able to participate or vote on committees unless you have been appointed to the Committee by the Council.

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Section C - The Respective Roles of Members and the Clerk

Introduction

This short note has been prepared with the intention of giving Members of the Council some guidance as to the respective roles of both Members and the Clerk in helping the Council to function, and on how these roles work in practice.

The Role of Members

Members are collectively responsible for making Council policy, for which they are accountable to the electorate.

Members are not directly involved in the day-to-day provision of services to the public. This does not of course mean that there should be no contact between Members and the Clerk on such matters and, indeed, Members may often find that they are asked by electors to pursue matters on their behalf. However, Members have no executive authority, and will need to deal with all matters either through their collective Council membership or in liaison with the Clerk concerning a local problem.

It therefore follows that there are no circumstances where an individual Member can issue an instruction to the Clerk or a Contractor. Likewise, a Member must never act "on behalf of the Council" in the organisation of any function or service. Particular care should be taken in letters/comments to the Press, to ensure they understand you speak as a "Councillor" and not on behalf of the Council as a whole. Generally, the Clerk on behalf of the Council issues Press statements.

The Role of the Clerk

The role of the Clerk is twofold, for which they are accountable to the Council. Firstly, they are the professional advisor to the Council on matters of policy and, secondly, the executor of Council policy, i.e. in carrying out the instructions of the Council.

The Clerk takes no part in the decision making of the council except that they provide the independent and unbiased information to support the council in its decision making.

How These Roles Work in Practice

Members take decisions on matters of major policy at meetings of the Council, after having considered the recommendations of any Committee. Any Committee will, in turn, have considered the recommendations of the Clerk. Members, take decisions on policy matters of more limited significance at meetings of any Committees, after having considered the recommendations of the Clerk and depending on their delegated powers. Within the framework of policies decided by Members, either at Full Council or Committee level, the Clerk, often in consultation with the Chairman, will take many decisions every working day. Most of these decisions will be concerned with the day-to-day management of services to the public, but others will be concerned with more important matters.

Statutory Powers and Duties

The Council derives its powers from statute. A few of these are mandatory (i.e. the Council **must** carry them out) but most are discretionary (i.e. the Council **can** carry them out if it wishes). In all cases, both Members and Officers must work within the law. The Clerk will act as advisor to the council to ensure that it acts legally at all times. From time to time this may mean the Clerk advising members during a meeting to alert members to possible legal issues in the decision-making process.

Summary

Members are responsible for making Council policy, but do not have executive authority.

The Clerk is responsible for advising Members on the making of Council policy and for ensuring that such policy is carried out.

The Council's Terms of Reference determines which Committee, if any, deals with particular matters, and at which level decisions are taken.

Many matters are delegated to the Clerk, who can make decisions on them working within established Council policies.

The day-to-day management of services is the responsibility of the Clerk.

Both Members and the Clerk must work within the law.

Mutual respect between the Clerk and Members is essential in order for the Council to function effectively. Personal attacks on the Clerk should be avoided (and would be contrary to the Code of Conduct), as, under the convention of Local Government, Officers are unable to defend themselves from such comments in public.

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Section D - Code of Conduct and Declaration of Interests

Introduction

The law relating to the declaration of Disclosable Pecuniary Interests and Non-Registerable Interests is complicated. It is laid out in the Localism Act 2011 and associated regulations but the purpose of this note is to simplify matters as far as possible. There are a number of guidance notes which give more detailed information and can be referred to as particular circumstances arise.

Agenda papers are generally dispatched approximately 5 days in advance of the meeting to which they relate. On receiving an agenda, you should check the items of business listed, and consider whether there is a need to declare an interest (and, if so, what type of interest) in any of the items. The Clerk is always willing to offer advice and guidance before (but preferably not on the day of) a meeting, but should not be asked to do so during a meeting.

Declaration of Interests

During your term as a councillor you will from time to time have close links to items being discussed. The Council's Code of Conduct requires you to consider these links and if necessary declare a level of interest in the matter and leave the room when the matter is being discussed.

There will be an opportunity at the beginning of the agenda for the council to notify the meeting of any interest but you also have a duty to declare an interest as soon as you become aware of it later on. This may mean declaring the interest during the discussion rather than at the start of the meeting.

You must state the level of interest and the nature of it and ensure that these are recorded in the Minutes of the Meeting.

Disclosable Pecuniary Interests

As a councillor, you are required to complete a Register of Disclosable Pecuniary Interests which is held by the Monitoring Officer at Teignbridge District Council and locally with your Clerk. You are required to declare interests held by yourself and your spouse/civil partner under the following headings.

- Employment
- Sponsorship
- Contracts held with the Council
- Land held in the parish (owned, rented or leased)

Licences with the council
Tenancy
Securities and Capital held in bodies which have a place of business in the parish/town

Further guidance and clarification is given in the Code of Conduct Guide for Members which is attached.

You will have a Disclosable Pecuniary Interest whenever the Council is discussing something which affects anything on this register and you must declare the interest and **must leave the room** during the discussion (including when raised by the public during public participation.)

The Localism Act 2011 confirms that a breach of this part of the code is a criminal offence with a potential police prosecution and a fine of £5000.

Non-Registerable Interests

During your time in office, the Council will also discuss many things which may have an impact or relevance to yourself, a family member, a close personal acquaintance or an outside body on which you serve. If this interest is financial i.e. would have a financial impact on you, a family member, close personal acquaintance or outside body, you have a Non-Registerable Interest.

Only you can decide this, but remember it is not whether you think that your judgement of the public interest would be prejudiced, but what a member of the public with the relevant facts would reasonably think. In other words, you must put yourself in the position of an ordinary member of the public and view the situation through their eyes, and not have regard to what you might consider to be your incorruptibility.

If you decide that you do have a Non-Registerable interest, you **must leave the room** any time when the item is being discussed. Again, your withdrawal from the meeting will be recorded in the Minutes.

This is a complex area; if you have any queries you should always seek advice from the Clerk who may refer you to the Monitoring Officer or DALC. You may find the following examples useful:

Example 1 - Planning

Your neighbour has submitted a planning application. You must declare a Disclosable Pecuniary Interest because the application affects the land which you have declared on your Register. You also have a Non-Registerable Interest

because the proposal will affect you, your family and neighbours. You must leave the room whenever the matter is being discussed including any discussion during public participation. You re-join the meeting as soon as the public participation on the application has finished and leave the room again whilst the Council is considering the proposal. Your actions will be recorded in the Minutes.

As a councillor, you are unable to address the council to raise your concerns/comments. You may write to the Council, ask someone to represent you, and signpost the public to other members of the council.

Example 2 - Funding Application

You chair a local group which has applied to the council for a grant. The grant affects the financial wellbeing of an outside body and you will therefore declare a Non-Registerable Interest in the item. However, the Code recognises that the council might benefit from your knowledge and therefore you will be invited to stay during the first part of the discussion to help inform the discussion. The Chairman will then ask you to leave the room whilst the Council makes its final decision.

You re-join the meeting as soon as the public participation on this item has finished and your actions will be recorded in the Minutes.

If you are in any doubt whatsoever as to whether or not you have an interest, and particularly whether or not it is a Disclosable Pecuniary Interest, you should always err on the side of caution. The Clerk is able to offer advice and guidance on such matters before the meeting, but, as stated above, the decisions on whether or not you have an interest is yours, and yours alone. No other member of the council can force you to make any declaration, but failure to do so could result in a complaint being made against you.

Dispensations

At times, it may be helpful for the Council to allow a member or members to stay in the room in spite of the declared interest. In certain circumstances, the council can award a dispensation which either allows you to stay for the discussion or stay for the discussion and vote. Requests must be made in writing and meet one of the statutory criteria. A Guide to Dispensations including how to make a request is attached.

Gifts and Hospitality

Guidance regarding the acceptance of gifts and hospitality, and the declarations of such, is also included in the Code of Conduct. The Council's code establishes the policy for gifts and hospitality and you must bear this in mind at all times.

You should treat with caution any offer of a gift or hospitality that is made to you personally, particularly if the person making the offer may be doing or seeking to do, business with the Council, or may be applying for planning permission or some other kind of decision.

In addition to the above-mentioned requirements, you are strongly advised to register all offers of gifts or hospitality whatever the value and whether you accept them or not. You will then be protected in the event of a complaint or enquiry, and Teignbridge District Council's Monitoring Officer will be made aware of inappropriate offers made to Members (especially where a series of lower value offers is made).

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Section E – Guidance Notes

The General Principles of Public Life

The following is a list of principles, which the Secretary of State has ordered should govern the conduct of Members. The Code of Conduct is consistent with these principles.

Selflessness

Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Personal Judgement

Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They

should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

Duty to Uphold the Law

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership

Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

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Section F - Appendices

The Council produces a number of documents and policies which are attached as appendices to this Induction Guide.

- 1 Standing Orders
- 2 Financial Regulations
- 3 Programme of Meetings
- 4 Map of Parish
- 5 Budget
- 6 Data Protection (NALC Legal Briefing L04-11)

Please feel free to add to this folder during your term of office, as it will become your first point of reference as a Councillor.

DRAFT



Mark Wells

Town Clerk
Bovey Tracey Town Council
Town Hall
Bovey Tracey
TQ13 9EG

31st October 2018

Dear Mark,

Further to my recent visit to the Council to review the current status of the implementation of GDPR I am pleased to submit my report.

The scope of the audit was to review the implementation of GDPR with reference to the '12 Steps' document issued by the Information Commissioner's Office (ICO).

Generally the Council has taken major steps in the introduction of GDPR and although there are still a number of items to address the Council is significantly ahead of most Councils I have visited.

I attach my observations and recommendations which, I hope, will assist you in completing the implementation.

Yours sincerely,

Kevin Rose ACMA
Director



Bovey Tracey Town Council - GDPR Audit Report

Audit Observations

| Audit date | Priority | Observation | Recommendation | Status | Comments |
|-----------------|----------|---|--|---------|--|
| 12 October 2018 | H | The Council has conducted a Data Audit however it did not include data held on the councils website database | The Council data audit should be extended to include data held on the website | Pending | The Town Clerk will include website data within the current Data Audit. |
| | H | The Council does not have an 'opt out' facility for its mailing lists | The Council should consider adopting recognised email marketing software, such as MailChimp to manage their mailing lists | Pending | All e-newsletters include an option for recipients to reply marking their email subject 'Opt-Out' if they wish for their details to be deleted. |
| | H | It was not clear that current councillors have understood the requirements of GDPR and its impact on them as individuals if they use personal email addresses | The Council should provide Councillors with the NALC guidance on Councillors and data protection. | Pending | FR&GP Committee to consider a recommendation to Full Council that all members receive a copy of NALC Legal Briefing L04-11 (CILrs Notification under the Data Protection Act 1998) |
| | M | The Council has not established a formal mechanism to advise new Councillors and new members of staff of the requirements of GDPR | The Council should include some form of advice or training in the induction process for new councillors and new members of staff | Pending | A new Induction Pack for Councillors to be prepared, to include advice for new Councillors of the requirements of GDPR. To also be issued to all new staff. |
| | M | The implementation of GDPR has been managed through the FR&GP committee, however the Council has not formally included GDPR in the committees terms of reference | Council to review the terms of reference of the FR&GP committee | Pending | To recommend to Full Council the inclusion of responsibilities for GDPR in the Terms of Reference for Finance, Resources & General Purposes Committee. |
| | M | The Council has put in place a Privacy Notice however it is not prominently displayed on the Councils website or on the Contact Us page of the website | The Council should make the Privacy Notice more easily discoverable on the website and Contact Us page | Pending | The Town Clerk to liaise with the Town Council's web provider to make this more readily available. |
| | M | The Council has in place a form for recording actions taken in respect of a Subject Access Request however the Council has not defined a process setting out how a SAR will be handled. | As there is a limited timescale in which the Council must handle SARs and a high sensitivity associated with such requests the Council should establish a formal policy for the handling of SARs | Pending | Subject Access Request (SAR) Form and Policy was adopted by Full Council on 8 th May 2018. |
| | M | The Council does not have a formal process in place for the handling of Data Breaches | The Council should establish a formal policy for the handling of Data Breaches | Pending | To recommend to Full Council the adoption of a Data Breach Policy. |
| | M | The Council is using an external payroll provider to process payroll. The Council has not as yet verified the GDPR compliance of the payroll provider | The Council should contact the payroll provider to clarify their compliance with GDPR | Pending | The Town Clerk to seek compliance assurance from the Town Council's Payroll Provider. |

Kevin Rose ACMA

Director

IAC Audit & Consultancy Ltd

31 October 2018

COUNCILLORS' NOTIFICATION UNDER THE DATA PROTECTION ACT 1998

Introduction to data protection responsibilities

The Data Protection Act 1998 ("the 1998 Act") regulates the holding and processing of personal data/ information that relates to living individuals. Persons and organisations (including local, i.e. parish/ community councils) who process personal data covered by the 1998 Act are required to notify the Information Commissioner's Office ("ICO") and a description of the processing activities is placed on a public register of notifications. These persons and organisations must also comply with eight data protection principles which form a framework for the proper handling of personal data. Further guidance in respect of the 1998 Act can be found in Legal Topic Note 38.

"Personal data" is defined as data which relates to a living individual who can be identified from the data or from the data and other information which is in the possession of, or is likely to come into the possession of, the data controller.

"Processing" data includes retaining, recording or holding information or carrying out any operation or set of operations on the data. It includes organising, adapting and amending the data, retrieval, consultation and use of the data, disclosing and erasure or destruction of the data.

A "data controller" determines the purposes and manner in which the personal data are processed. This may be done alone or jointly or in common with other persons.

Councillors' data protection responsibilities

The ICO is seeking to make councillors more aware of their legal responsibilities when holding and handling personal data. The ICO is particularly seeking to ensure that individual councillors notify the ICO if they are data controllers who process personal data on computers for purposes other than council business (e.g. for ward casework). The ICO believes that many councillors across the local government sector remain unregistered.

Information handled by councillors may be held on their own computers, in their own homes or offices or it may be held on council premises or computer systems.

Does a councillor need to personally notify?

Councillors have different roles both as individual members of a council and when they act on behalf of their council.

Councillors are likely to have three different roles *as individual members of a council*:

1. Representing residents of their ward, for example, when dealing with interests and complaints specific to the ward;
2. Discussing council business with other councillors: this may include discussing issues which affect the council and agreeing voting strategies with other members of the same political group. This is a key part of the councillor's role as an elected representative and not something done on behalf of the local authority;
3. Campaigning on behalf of a political party, particularly at election time.

Councillors are also likely to have different roles *when acting on behalf of the council*:

1. Making decisions (including as members of a committee);
2. Representing the council on external bodies.

When considering whether they need to notify, councillors need to decide in which role or roles they are processing personal data.

1. Councillors processing personal data as representatives of the residents in their ward

Councillors who process personal data as representatives of the residents in their ward are likely to have to notify in their own right if they process personal data on a computer. They are likely to be processing personal data as representatives of the residents in their ward when looking into complaints or responding to issues raised with them by local residents. This would include using a computer to write to a resident in relation to issues raised by that resident.

2. Councillors processing personal data when acting as members on behalf of the council

When a councillor has access to and processes personal data in the same manner as a council employee/ member of staff, it is the council rather than the elected member that determines what the information is used for and how it is processed. Examples of councillors not being required to notify in their own right in these

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circumstances include councillors who are members of a council's personnel committee and are considering job application forms and associated recruitment documents or councillors who are members of a council's planning committee and consider the details of a planning application of which they have been notified by the local planning authority.

3. Councillors processing personal data as representatives of political parties

When individuals campaign on behalf of political parties to be the elected members for a particular ward, they can rely on a party's notification if the party determines how and why the personal data is processed for the purpose of their individual campaigns.

Individual members who are not part of any political party but campaign to be an independent elected member for a particular ward will need to have their own notification.

N.B. councillors will be exempt from notification if personal data takes the form of paper records.

Notification formalities

The statutory notification fee is £35 per annum except those data controllers with a turnover of £25.9 million or more and 250 or more members of staff or public authorities with 250 or more members of staff, who are required to pay £500 per annum.

Councillors who are unsure as to whether they need to notify in their own right can call the ICO's notification helpline on 01625 545 740 for assistance. They can also complete the ICO's online self assessment, which will show whether they are required to notify: <http://www.ico.gov.uk/notify/self/question1.html>

Notification (including payment of the £35 notification fee) can be made by visiting the ICO website (www.ico.gov.uk) and printing out, completing and returning the notification forms to the ICO. Data controllers can also call the notification helpline on the number in the above paragraph to request a notification form. The ICO will enter the relevant information onto the public register of data controllers once an individual or organisation has notified. The register can be found on the ICO website.

Penalties for failing to notify

Failure to register when required to do so is a criminal offence. If convicted, defendants can face a fine of up to £5,000 in the Magistrates Court or face an unlimited fine in the Crown Court. The ICO publicises successful prosecutions for

**L04-11
27 May 2011**

failure to notify and this includes details of the fines and any prosecution costs paid. Register entries have to be renewed annually and data controllers who do not renew their registration when they are required to do so will also be committing a criminal offence.

The ICO news release on councillors' data protection obligations dated 25 January 2011 can be accessed at the link below.

http://www.ico.gov.uk/~media/documents/pressreleases/2011/councillors_dp_compliance_news_release_20110125.ashx

This briefing was issued by Jane Moore, Solicitor

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BOVEY TRACEY TOWN COUNCIL

Data Breach Policy

GDPR defines a personal data breach as "a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed". Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

Bovey Tracey Town Council takes the security of personal data seriously, computers are password protected and hard copy files are kept in locked cabinets.

Consequences of a personal data breach

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore, a breach, depending on the circumstances of the breach, can have a range of effects on individuals.

Bovey Tracey Town Council duty to report a breach:

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach.

The **Data Protection Officer / Town Clerk** must be informed immediately so they are able to report the breach to the ICO in the 72 hour timeframe.

If the ICO is not informed within 72 hours, Bovey Tracey Town Council via the DPO must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, Bovey Tracey Town Council must:

- I. Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned
- II. Communicate the name and contact details of the DPO
- III. Describe the likely consequences of the breach
- IV. Describe the measures taken or proposed to be taken to address the personal data breach including, measures to mitigate its possible adverse effects.

When notifying the individual affected by the breach, Bovey Tracey Town Council must provide the individual with (ii)-(iv) above.

Bovey Tracey Town Council would not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or
- It would involve a disproportionate effort.

However, the ICO must still be informed even if the above measures are in place.

Data processors duty to inform Bovey Tracey Town Council

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify Bovey Tracey Town Council without undue delay. It is then Bovey Tracey Town Council's responsibility to inform the ICO, it is not the data processors responsibility to notify the ICO.

Records of data breaches

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data.

Record of Data Breaches

| Date of breach | Type of breach | Number of individuals affected | Date reported to ICO/individual | Actions to prevent breach recurring |
|----------------|----------------|--------------------------------|---------------------------------|-------------------------------------|
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To report a data breach, Bovey Tracey Town Council will use the ICO online system:

<https://ico.org.uk/for-organisations/report-a-breach>