

# 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.

14<sup>th</sup> January 2019

Dear Councillor,

You are hereby summoned to attend a meeting of Bovey Tracey Town Council which will be held at Heathfield Community Centre, Cannon Road, Heathfield on **Monday 21<sup>st</sup> January 2019 at 7.00pm** for the purpose of transacting the business as set out on the agenda below.

## **Please Note:**

*Under 'The Openness of Local Government Bodies Regulations, 2014' this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.*

*The public are welcome to attend this meeting. Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Town Clerk before the meeting so that the session can be programmed effectively. Public participation is not part of the formal meeting of the Council however a note will be made of matters raised and recorded within the minutes of the meeting.*

There will be a period of prayer at 6.55pm prior to the meeting to which all are invited.

## **AGENDA**

- FC.19/01 **Apologies for absence**  
To receive apologies for inability to attend.
- FC.19/02 **Declarations of Interest and Requests for Dispensations**  
To declare any disclosable pecuniary interests or any other interest which members may have in the following agenda items and consider any dispensation requests.
- FC.19/03 **Minutes**  
To receive and resolve as a correct record the minutes of the Town Council meeting held on 12.11.18 (\*copy enclosed).

***The meeting will go out of session***

- FC.19/04 **Report of the Chaplain to the Council**  
To receive the report from the Chaplain to the Council
- FC.19/05 **Report of the Police**  
To receive the Police Report

**FC.19/06**      **Questions and Statements by the Public**  
In accordance with Standing Order 3F, the Town Mayor will invite Members of the Public present to ask questions or make statements. Please note: questions to be submitted in writing please, to arrive at the Council Office by 12 noon on the day of this meeting. A maximum period of 3 minutes will be permitted for any person wishing to ask a question, make a statement or give evidence to the Council.

**FC.19/07**      **County, District and Town Councillor Reports**  
To receive reports from County, District and Town Ward Members

**FC.19/08**      **Reports of any outside bodies**  
To hear reports of meetings of any outside bodies including those of which the member is the Council nominated representative:

Cllr Gribble – Devon Association of Local Councils  
Cllr Gribble – Teignbridge Rural Aid Committee  
Cllrs Evans & Leigh – Teignbridge Association of Local Councils  
Cllrs Ashby & Elphick – Bovey Tracey Heritage Trust  
Cllrs Ashby, Bray & Kerswell – Bovey Tracey Exhibition Foundation Trust  
Cllr Allen – Bovey Tracey Information Centre Trust  
Cllr Allen - Plastic Free Bovey  
Vacant – Police & Crime Commissioner Council Advocate Scheme

*The meeting will go back into session*

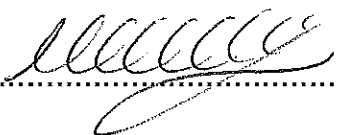
**FC.19/09**      **Recreation, Parks & Property (RP&P) Committee:**  
i) To receive and adopt the minutes of the meeting held on 10.12.18 (*\*draft copy enclosed*).  
ii) To approve the draft Heads of Terms relating to Station Road Car Park (RP&P.18/76) (*\*copy enclosed*) and appoint the Town Council's Legal Advice Service as the Council's legal representatives.

**FC.19/10**      **Finance, Resources & General Purposes (FR&GP) Committee:**  
i) To receive and adopt the minutes of the meeting held on 7.1.19 (*\*draft copy enclosed*) (FR&GP.19/03i)  
ii) To adopt the draft budget for 2019/20 (*\*copy enclosed*) (FR&GP.19/05i) .  
iii) To approve the setting of the precept at £232,850.00 for 2019/20. (FR&GP.19/05ii)  
iv) To adopt a Councillor Induction Pack (*\*copy enclosed*) (FR&GP.19/07)  
v) To review the Treasury and Investment Policy (*\*copy enclosed*) (FR&GP.19/10)  
vi) To receive and note NALC's Legal Briefing (L04-11) (*\*copy enclosed*) following the GDPR Audit. (FR&GP.19/11i)  
vii) To approve revised Terms of Reference for the FR&GP Committee (*\*copy enclosed*).  
viii) To adopt a Data Breach Policy (*\*copy enclosed*). (FR&GP.19/11iii)

**FC.19/11**      **Planning Committee:**  
i) To receive and adopt the minutes of the meetings held on 26.11.18, 10.12.18 (*\*copy enclosed*) & 7.1.19 (*\*draft copy enclosed*).

**FC.19/12**      **The Town Mayor's Interests:**  
To receive and note the Town Mayor's engagements/announcements (*\*copy enclosed*).

- FC.19/13 **Honorary Representative of the Lord of the Manor 2019/20:**  
To consider advertising the role of Honorary Representative of the Lord of the Manor for 2019/20 inviting nominations for consideration.
- FC.19/14 **Nominations – Royal Garden Party – 29<sup>th</sup> May 2019:**  
Members are requested to consider a nomination from Bovey Tracey Town Council.
- FC.19/15 **Young Citizen of the Year Award 2019:**  
To consider holding the Young Citizen of the Year Award for 2019. If agreed, to appoint a lead Councillor to undertake the process.
- FC.19/16 **Police and Crime Commissioner – Council Advocate Scheme:**  
To consider appointing a Councillor Advocate (*\*copy of Role Profile enclosed*).
- FC.19/17 **Bovey Parish Neighbourhood Plan:**  
To receive a progress update at the meeting.
- FC.19/18 **Community Centre Development:**  
To receive a progress update at the meeting.
- FC.19/19 **Annual Town Meeting:**  
To consider changing the date for the Annual Town Meeting due to the forthcoming elections.

SIGNED.......... DATE.....14/01/2019.....

M WELLS  
TOWN CLERK

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

**Reminder for Members:**

- You must declare the nature of any disclosable pecuniary interests (under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners). You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.
- Make sure you say what your interest is, as this has to be included in the minutes. (For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer').
- If your interest is a disclosable pecuniary interest, you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk.

**BOVEY TRACEY TOWN COUNCIL MEETING HELD AT THE BAPTIST CHURCH, HIND STREET  
ON MONDAY 12<sup>TH</sup> NOVEMBER 2018 AT 7.00PM**

**Present:**

The Town Mayor, Cllr Ms J H Blair  
The Deputy Town Mayor, Cllr G J Gribble\*\*/\*

Cllr A Allen	Cllr Mrs A J Kerswell*
Cllr R J Ashby	Cllr S P Leigh
Cllr R A Bray	Cllr Ms C O Richardson
Cllr M J Evans	Cllr C W Robillard

\*\*County Cllr

\*District Cllr

**In attendance:**

Mr M Wells – Town Clerk  
Mrs L Warren  
Rev K Hooke – Chaplain to the Council  
PCSO P Wilson  
One member of the press  
One member of the public

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

The meeting was chaired by the Town Mayor, Cllr Ms Blair.

**FC.18/66      Apologies for absence**

Cllr D K Elphick (Personal commitment)  
Cllr E Kelly (Work commitment)  
Cllr M Tregoning (Unwell)

**FC.18/67      Declarations of Interest and Requests for Dispensations**

No interests declared.

**FC.18/68      Minutes**

The minutes of the Town Council meeting held on 17.9.18 (*\*copy previously circulated*) were confirmed as a true record and were signed by the Town Mayor.

***The meeting went out of session***

**FC.18/69      Report of the Chaplain to the Council**

Rev Hooke, Chaplain to the Council, noted the success of the Children's Holiday Club which took place during the October half term.

**FC.18/70**      **Report of the Police**

PCSO Wilson circulated a copy of the recorded crime figures for October and noted that 25 recorded crimes had taken place in the parish with a further 86 incidents recorded. He noted that Halloween and Bonfire Night had passed without any reported incidents. PCSO Wilson responded to questions raised by Councillors. He advised that PC Holly Lynch has joined the local policing team covering Bovey Tracey and Moretonhampstead.

**FC.18/71**      **Questions and Statements by the Public**

In accordance with Standing Order 3F, the Town Mayor will invite Members of the Public present to ask questions or make statements.

No matters raised.

**FC.18/72**      **County, District and Town Councillor Reports**

**DCC.TDC & Town Cllr Gribble** reported that locally he had attended regular meetings, DALC AGM and the Residents' Association meeting. At TDC he had attended regular meetings and a meeting with District Cllrs Mrs Kerswell, Mrs Morgan and officers regarding the transfer of an area of land in Station Road Car Park to be incorporated into Community Centre site. He had attended regular DCC meetings and an exhibition regarding the Wray Valley Trail. He advised that Cllr J Hart, Leader of DCC, will attend the TALC meeting on 29<sup>th</sup> November to outline DCC cutbacks. He hopes to arrange an additional street light for St John's Lane, near the entrance to Mill Marsh Park. He provided an update on work at Station Road roundabout and stated that funding may also cover the painting of the railings along Station Road.

**TDC Cllr Mrs Kerswell** advised that locally the Exhibition Foundation Trust had provided grant support to 16 young people towards their further education. At TDC she attended regular Planning, Overview & Scrutiny and Full Council meetings. She had attended a Standards Training session. As Chairman of TDC she had attended St. Leonard's Fair and the Remembrance Service and wreath laying at Newton Abbot.

**TDC Cllr Mrs Morgan** had attended regular Council, Overview & Scrutiny and Planning meetings together with a Standards Training session. She referred to the meeting with Cllrs Gribble, Mrs Kerswell and TDC officers and noted that the three ward Councillors were capable and able to put politics to one side in order to progress local matters.

**Cllr Leigh** attended regular Town Council meetings, Neighbourhood Development Plan exhibitions and contributed to Communication Group matters.

**Cllr Evans** attended regular meetings and Neighbourhood Development Plan meetings and exhibitions.

**Cllr Allen** had met with representatives of Bovey Futures regarding land on Le Molay-Littry Way. He had provided an update regarding the Community Centre at the Residents' Association meeting. He had also attended Community Centre Steering Group meetings. He had taken part in the Bovey Heath Clean-up which had been organised by the Plastic Free Bovey Group. He had judged a children's painting/colouring competition at The Riverside Co-op store. He had also attended the Neighbourhood Development Plan Exhibition and the Remembrance Day Service and wreath laying. He thanked PCSO Wilson for his assistance with traffic control at the Remembrance Day event.

Cllr Bray attended the Residents' Association meeting, Community Centre Steering Group meetings, regular Council meetings and the Remembrance Day service.

Cllr Ashby attended Planning Committee meetings, Community Centre Steering Group meetings and the Remembrance Day service.

FC.18/73

**Reports of any outside bodies**

Cllr Gribble (Devon Association of Local Councils) advised that a meeting will take place on 15<sup>th</sup> November.

Cllr Gribble (Teignbridge Rural Aid Committee) advised that the next meeting will take place in the new year.

Cllrs Evans & Leigh (Teignbridge Association of Local Councils) Cllr Leigh advised that at a recent meeting broadband speeds had been discussed and an interesting presentation had been made by a Green Infrastructure officer.

Cllrs Ashby & Elphick (Bovey Tracey Heritage Trust) Cllr Ashby confirmed that he had attended a recent meeting and events and activities were set out in the Trust's newsletter (previously circulated).

Cllrs Ashby, Bray & Kerswell (Bovey Tracey Exhibition Foundation Trust) No information to report.

Cllr Allen (Bovey Tracey Information Centre Trust) noted that the delay in the commencement of the Community Centre construction will increase expenditure due to the additional hire costs of the portacabin.

Cllr Allen (Plastic Free Bovey) advised that the recent clean up of Bovey Heath had been very successful. It is hoped that the group will apply for accreditation status by the end of the month. The Steering Group meets next week and are seeking a representative from Heathfield.

Cllr Leigh (Police & Crime Commissioner Council Advocate Scheme) advised that this scheme is time consuming and as he is unable to give the necessary time he is standing down from this post.

The Town Mayor thanked Cllr Leigh for his efforts. If any Councillor wishes to take on this position the Town Clerk will circulate details.

***The meeting returned to session***

FC.18/74

**Recreation, Parks & Property (RP&P) Committee:**

i) The minutes of the meeting held on 15.10.18 (*\*draft copy previously circulated*) were received and adopted.

Members considered the following referred item:

ii) Referred item (RP&P.18/59) for Full Council to consider correspondence offering land (known as "Standards") to the east of Eureka Terrace (*\*copy previously circulated*) to be purchased by the Council.

The Town Mayor advised that recent correspondence has been received from the owner advising that they wish to put the offer on hold until the future of the hospital site becomes clear.

**Resolved:**

To note the correspondence.

FC.18/75

**Finance, Resources & General Purposes (FR&GP) Committee:**

i) The minutes of the meeting held on 29.10.18 (*\*draft copy previously circulated*) were received and adopted.

Members considered the following recommendations/referred matters:

ii) To approve the payment and receipt transactions between 11th August and 15th October 2018 (*\*copy previously circulated*). (FR&GP.18/74)

**Resolved:**

To approve the payment and receipt transactions between 11th August and 15th October 2018.

iii) To approve a draft response (*\*copy previously circulated*) to correspondence from Teignbridge District Council in relation to Bovey Tracey Hospital. (FR&GP.18/81)

**Resolved:**

To approve the draft response as set out above.

iv) To consider the opening of a Public Sector Deposit Fund account for holding surplus funds (*\*copy of report previously circulated*). (FR&GP.18/83)  
Cllr Leigh provided an update and suggested that further advice should be obtained and a strategy formed.

**Resolved:**

To defer this item to the next FR&GP Committee meeting.

*PCSO Wilson left the meeting at 7.30pm.*

FC.18/76

**Planning Committee:**

i) The minutes of the meetings held on 1.10.18, 15.10.18 (*\*copies previously circulated*) & 29.10.18 (*\*draft copy previously circulated*) were received and adopted.

FC.18/77

**The Town Mayor's Interests:**

A copy of the Town Mayor's engagements/announcements (*\*copy previously circulated*) was noted.

16 <sup>th</sup> October	Publicity photo with Devon Air Ambulance – Recreation Ground.
23 <sup>rd</sup> October	Bovey Tracey Residents' Association – Methodist Church Hall.
11 <sup>th</sup> November	Remembrance Service – PPT Church & Town Memorial

The Town Mayor advised that she had attended Neighbourhood Development Plan Steering Group meetings and exhibitions. She noted the excellent attendance at the



Remembrance Day service. She announced that the town has been awarded a silver gilt in the South West in Bloom - Small Town and City (south) category.

**FC.18/78 Programme of Meetings – 2018/2019:**

Members considered adopting a revised Programme of Meetings (*\*copy previously circulated*). The Town Clerk explained the reasons for the revisions.

**Resolved:**

To adopt the revised Programme of Meetings.

**FC.18/79 2019 Elections:**

Members considered any action regarding Town Council elections on Thursday 2<sup>nd</sup> May 2019 (ie. publicising election). Following a discussion it was

**Resolved:**

To initially advertise the forthcoming elections on the Town Council's website. The Town Clerk and/or Councillors will then liaise with any interested parishioners.

**FC.18/80 Bovey Parish Neighbourhood Plan:**

The Town Mayor provided an update and advised that the consultation feedback is supportive of the formulated vision/objectives. She noted the efforts of the Steering Group.

**FC.18/81 Community Centre Development:**

Cllr Allen provided an update and reported that there had been a delay in the commencement of building work because a further archaeological investigation had to be undertaken. The transfer of an area of land at Station Road car park is being progressed by TDC Councillors. Various other issues are being addressed. Following an enquiry from Cllr Evans, the Town Clerk confirmed that the project is initially over budget and the Steering Group is working through value engineering options. The Town Mayor made reference to the historical covenant regarding land at Station Road Car Park.

The meeting closed at 7.49pm.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER  
ON MONDAY 26<sup>TH</sup> NOVEMBER 2018 AT 6.30PM

Present:

The Town Mayor, Cllr Ms J H Blair

Cllr U Arnold	Cllr M J Evans
Cllr R J Ashby	Cllr E Kelly
Cllr R A Bray	Cllr Mrs A J Kerswell*

In attendance:

Cllr G J Gribble\*\*/\*  
Mr M Wells - Town Clerk  
One member of the public

\*\*County Cllr  
\*District Cllr

The meeting was chaired by Cllr Evans

Interests declared:

Cllrs Arnold, Ashby & Evans declared an interest in application no. 18/01986/FUL - rural workers dwelling at Moorwood. Cllr Evans declared an interest in PL.18/02294/TPO - tree works at Templer Place.

PL.18/91 Apologies for absence: None

\*\*Public Participation:

Mr M Warren outlined the proposals included in application no. 18/02032/FUL - The Anchorage, Mary Street.

PL.18/92 Minutes:

The minutes of the meeting of 29<sup>th</sup> October 2018 (*\*copy previously circulated*) were confirmed as a correct record and were approved.

PL.18/93 Consideration of Planning Applications:

DNPA Applications listed to 19.10.18: None

TDC Applications listed to 26.10.18:

- a) 18/02158/CAN Fell one sycamore at The Mews, 1B South View. Noted.
- b) 18/02185/TPO Crown lift one oak (T16) to 3m above ground level and crown thin by removing crossing branches at 31 Rendells Meadow.  
Observations: Referred to TDC's Arboricultural Officer.

DNPA Applications listed to 26.10.18:

- c) 0569/18 Alterations and formation of ground and first floor extension to provide an additional bedroom, family bathroom, utility room and front porch at Rosemary Cottage, Lower Brimley.  
Observations: No objection.

- d) 18/0070 Fell one ash tree at Hawkmoor Parke.  
Observations: Referred to DNPA's Trees and Landscape Officer.

TDC Applications listed to 2.11.18:

- e) 18/01986/FUL Permanent rural workers dwelling at Moorwood, Road from Gypsy Corner to Shewte Cross.  
Observations: No objection.

- f) 18/02110/TPO Height reduce one ash and one oak in Area A1 where overhanging conservatory at Rippon, Brimley Grange.  
Observations: Referred to TDC's Arboricultural Officer.

DNPA Applications listed to 2.11.18:

- g) 0592/18 Erection of single storey porch extension and conversion of garage to annexe at Spring Gardens, Lowerdown.  
Observations: No objection.

TDC Applications listed to 9.11.18:

- h) 18/02258/FUL Two garden sheds at 2 Sadler Green.  
Observations: No objection.
- i) 18/02294/TPO Works as submitted in tree report at Templer Place.  
Observations: Referred to TDC's Arboricultural Officer.

DNPA Applications listed to 9.11.18: None

TDC Applications listed to 16.11.18:

- j) 18/02032/FUL Alteration of roof to form new gables with windows and conversion of roof space to provide accommodation at The Anchorage, Mary Street.  
Observations: No objection.
- k) 18/02302/FUL Erection of new unit to provide additional manufacturing facilities and staff toilets at Mustang Engineering, Leaf Mill.  
Observations: No objection.

PL.18/94 Planning Decisions: Noted.

Approvals:

a) TDC:

- i) New clubhouse to replace existing (revised scheme) Recreation Ground, Newton Road. (Noted)
- ii) Variation of condition 2 on planning permission (three detached dwellings and creation of new vehicular access off of Brimley Road) to provide a garage per dwelling and shed to plot 3 at Blenheim, Brimley Road (N/O)
- iii) Single storey link between garage and house at 20 Parkelands. (N/O)
- iv) Two storey extension to form annexe at Oak Tree Farm. (N/O)
- v) Fell one silver birch at 59 Mary Street. (Unable to make an observation due to insufficient information)
- vi) Crown lift four oak, one ash and one sweet chestnut in Groups G1 and G2 as described in the submitted tree report at Brookfield House, Challabrook Lane (N/C)

*The Town Council's submitted observations: No objections - N/O. Objection - O. Referred - Ref'd. Not consulted - N/C.*

PL.18/95 General Planning Matters brought forward by Councillors:  
(For information only).

Cllr Ms Blair enquired if there was any further information regarding the removal of a hedge at the Bovis development at Bradley Bends. The Town Clerk advised that TDC's Major Projects Officer had responded to confirm that there had been no condition in place stipulating that the hedge must be retained.

Cllr Mrs Kerswell provided an update regarding parking and odour issues concerning a planning application at 7 Battle Road, Heathfield.

The meeting closed at 7.25pm.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER  
ON MONDAY 10<sup>TH</sup> DECEMBER 2018 AT 6.30PM

Present:

The Town Mayor, Cllr Ms J H Blair

Cllr R A Bray  
Cllr M J Evans

In attendance:

Cllr G J Gribble\*\*/\*  
Mr M Wells - Town Clerk  
Two members of the public

\*\*County Cllr  
\*District Cllr

The meeting was chaired by Cllr Evans.

Interests declared: None

PL.18/96 Apologies for absence:

Cllr U Arnold - Leave  
Cllr R J Ashby - Personal commitment  
Cllr E Kelly - Leave  
Cllr Mrs A J Kerswell\* - Personal commitment

\*\*Public Participation: None

PL.18/97 Minutes:

The minutes of the meeting of 26<sup>th</sup> November 2018 (*\*copy previously circulated*) were confirmed as a correct record and were approved.

PL.18/98 Consideration of Planning Applications:

DNPA Applications listed to 16.11.18: None

TDC Applications listed to 23.11.18:

- a) 18/02406/TPO Crown reduce one oak in Area A2 by 2m at Footlands, Chapple Road.  
Observations: Referred to TDC's Arboricultural Officer.

DNPA Applications listed to 23.11.18: None

TDC Applications listed to 30.11.18:

- b) 18/02430/CAN Removal of one self-seeded silver birch at The Old Manse, Mary Street.  
Observations: Referred to TDC's Arboricultural Officer.

Provisional Tree Preservation Order:

- c) E2/08/63 - 13 Fore Street - (The Mews, 1B South View). Noted

Tree Preservation Order Confirmed:

- d) E2/08/62 - 5 Heathfield Close. Noted  
e) E2/08/63 - 13 Fore Street - (The Mews, 1B South View). Noted

Appeal Received:

- e) 18/00049/REF (Written Representations) Appeal against refusal of planning application 18/00302/FUL - Erection of three single storey dwellings, demolition of existing double garage to Woodlea and replacement with single garage to form access at land rear of Bramley, Pottery Road. Noted.

PL.18/99 Planning Decisions: Noted

Approvals:

a) TDC:

- i) Detailed application for initial phase of residential development of 156 dwellings including access, associated infrastructure and landscaping; outline application for 12 self build housing plots and employment use site (B1/B2/B8) at Land at NGR 280887 78068, To West of Monks Way. (O)  
ii) Ground and first floor rear extension at 1 Orchard Terrace. (N/O)

b) DNPA:

- i) To fell a tree at Hawkmoor Parke and replace with one half standard oak tree. (Referred)

Refusals:

c) TDC:

- i) Fell one sycamore at The Mews, 1B South View. (Noted)

d) Appeal Decision:

APP/P1133/W/18/3204369 Retention of use of building as a dwelling at The Paddocks, Southbrook Lane - Appeal dismissed.

*The Town Council's submitted observations: No objections - N/O. Objection - O. Referred - Ref'd. Not consulted - N/C.*

PL.18/100 Dartmoor Local Plan 2018-2033 (First Draft):

Members considered a response to the Draft Dartmoor Local Plan (\*copy of Guidance for Commenting on the Plan previously circulated). The consultation is open until Monday 4<sup>th</sup> February 2019.

The Town Clerk provided a verbal update following his attendance at the DNP Local Plan Workshop on 5<sup>th</sup> December. It was agreed that all Members would view the document and feedback comments prior to 3rd January. The Town Clerk and Chairman will prepare a draft response for the next meeting.

PL.18/101 General Planning Matters brought forward by Councillors: None  
(For information only).

The meeting closed at 6.43pm.

RECREATION, PARKS & PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER  
ON MONDAY 10<sup>TH</sup> DECEMBER 2018 AT 7.00PM

Present:

The Town Mayor, Cllr Ms J H Blair

Cllr A Allen  
Cllr R J Bray  
Cllr C W Robillard

In attendance:

Cllr G J Gribble\*\*/\*  
Mr M Wells - Town Clerk  
Three members of the public

\*\*County Cllr  
\*District Cllr

Cllr Ms Blair (Town Mayor) opened the meeting and in the absence of the Chairman and Vice-Chairman proposed that Cllr Allen chair the meeting. This was supported by all Councillors present.

Interest to be declared: None

RP&P.18/67 Apologies for Absence:

Cllr U Arnold - Leave  
Cllr D K Elphick - Personal commitment  
Cllr E Kelly - Leave

\*\*Public Participation:

Cllr Allen thanked Cllrs Gribble and Mrs Kerswell for attending the funeral of Fernley Holmes. Cllr Mrs Kerswell had represented TDC and Cllr Gribble had represented the Town Council. The Town Mayor had sent a condolence card to the family on behalf of the Town Council. Cllr Gribble stated that Cllr Holmes had served Bovey Tracey and Heathfield and was very well respected.

Cllr Allen enquired about an update ref. RP&P.18/66 (*rechannelling of a gully opposite the Methodist Church*). The Town Clerk confirmed that this had been reported to DCC Highway's Officer.

RP&P.18/68 Minutes:

The minutes of the meeting of 15<sup>th</sup> October 2018 (*\*copy previously circulated*) were confirmed as a correct record and were approved.

*Cllr Robillard joined the meeting at 7.10pm.*

RP&P.18/69 Community Centre Building:

Members received and noted the previous minutes of the Community Centre Steering Group meetings held on 26/10/18, 22/11/18 and 27/11/18 (*\*copies previously circulated*).

RP&P.18/70 Highway Verges - Grass Cutting - 2019/20:

Members considered correspondence (*\*copy previously circulated*) from Devon County Council in relation to highway verge grass cutting for 2019/20. Following discussion it was agreed to accept the contribution and appoint a contractor to cut both visibility and non-visibility areas.

RP&P.18/71 Bovey Tracey Cricket Club (BTCC):

Members considered the following requests from BTCC:

i) To erect additional sponsorship boards at the Recreation Ground (\*copy of plan available at the meeting).

Resolved:

To grant the request subject to a) all boards being a uniform size and b) they are only displayed during the cricket season.

ii) In principle, relocating the cricket nets (\*copy of plan available at the meeting).

Following discussion it was

Resolved:

To decline the request as the proposed location would be intrusive and too close to the road, parked cars and pedestrians.

RP&P.18/72 Off-Street Parking:

Deferred item (RP&P.18/58) brought forward by Cllr Arnold to discuss off-street parking.

Deferred to a future meeting when Cllr Arnold will be present.

RP&P.18/73 Grounds Maintenance Contract 2019/21:

Members considered the following quotations in relation to the future Grounds Maintenance Contract for the period from January 2019 - January 2021. Prices quoted below are the annual contract prices and overall tender total. All prices exclude VAT.

	<u>2019</u>	<u>2020</u>	<u>Total</u>
Quotation A	£11,360.00	£11,360.00	£22,720.00
Quotation B	£12,523.64	£12,523.64	£25,047.28
Quotation C	£ 9,640.00	£ 9,640.00	£19,280.00
Quotation D	£16,089.04	£16,089.04	£32,178.08
Quotation E	£13,858.67	£13,858.67	£27,717.34

Following discussion it was

Resolved:

To accept Quotation C in the total sum of £19,280.00, subject to receiving satisfactory references.

RP&P.18/74 Town Hall - Business Lease:

Members discussed the current office and workshop lease arrangements and considered draft correspondence (\*copy previously circulated). Following an update from the Town Clerk it was

Resolved:

To issue the draft letter as set out.

RP&P.18/75 South West in Bloom:

Members received and noted feedback from the 2018 judging (\*copy previously circulated) and considered entering the competition in 2019.

Resolved:

To submit an entry for 2019. Cllr Allen suggested a future agenda item to consider highlighted improvements. Cllr Ms Blair suggested obtaining the quantitative scores.

RP&P.18/76 Station Road Car Park - Part Transfer:

Following item RP&P.18/61, consideration was given to revised draft heads of terms (*\*copy previously circulated*). The Town Clerk provided an update following negotiations with TDC Officers. Cllr Ms Blair noted the District Council's plan reference to its commitment to maintain public toilets.

Resolved:

To recommend to Full Council acceptance of the draft heads of terms.

RP&P.18/77 Matters brought forward by the Town Clerk & Councillors: (*for information*)

Cllr Robillard suggested that the Council should consider a future discussion about supporting and understanding local businesses, not just those in the main street but smaller businesses operating from home etc. Cllr Allen noted that Cllr Arnold is seeking to set up a Business Association. It was agreed to schedule a future item for Cllr Arnold to provide an update.

Cllr Allen noted his disappointment that the tree had recently fallen at the Co-op Store, Riverside despite this being reported to the appropriate authorities and no subsequent action taken.

The meeting closed at 7.38pm.



PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER  
ON MONDAY 7<sup>th</sup> JANUARY 2019 AT 6.30PM

Present:

The Town Mayor, Cllr Ms J H Blair

Cllr U Arnold                      Cllr E Kelly  
Cllr R J Ashby                    Cllr Mrs A J Kerswell\*  
Cllr M J Evans

In attendance:

Cllr G J Gribble\*\*/\*  
Mr M Wells - Town Clerk  
One member of the public

\*\*County Cllr  
\*District Cllr

The meeting was chaired by Cllr Evans

Interests to be declared: None

19/01 Apologies for absence:

Cllr R J Bray - Unwell

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\*\*Public Participation: None

PL.19/02    Minutes:

The minutes of the meeting of 10<sup>th</sup> December 2018 (\*copy previously circulated) were confirmed as a correct record and were approved.

PL.19/03    Consideration of Planning Applications:

DNPA Applications listed to 30.11.18: None

TDC Applications listed to 7.12.18:

- a) 18/02434/FUL Change of use from Sui Generis (beauty salon) to use class A2 (financial and professional services) at St Margarets House, Station Road.  
Observations: No objection.

Withdrawn Application:

- b) 18/01882/CLDE Certificate of Lawfulness for existing use of land and buildings for equestrian purposes. (Noted)

DNPA Applications listed to 7.12.18: None

TDC Applications listed to 14.12.18:

- c) 18/02442/FUL Change of use from A2 (Solicitors Office to D1 (Chiropractic Clinic) at 46A Fore Street).  
Observations: No objection.

- d) 18/02521/TPO Crown reduce one oak (T1) by 2m and remove epicormic growth at 11 Ashburton Road.  
Observations: Referred to TDC's Arboricultural Officer.

*Cllr Ms Richardson joined the meeting at 6.37pm*

*A member of the public joined the meeting at 6.40pm*

*Cllr Allen joined the meeting at 6.45pm*

DNPA Application listed to 14.12.18:

- e) 0668/18 & 0669/18 Replacement rear extension and erection of garden studio/home office at Byways, Lower Brimley.

Observations: The Town Council:

- i) does not support the proposed rear extension as it considers it is not in keeping with the Listed Building.
- ii) raised no objection to the proposed garden studio/home office.

TDC Application listed to 20.12.18: None

PL.19/04 Planning Decisions: Noted

Approvals:

a) TDC:

- i) Installation of secondary vehicular access at Strelna, Lowerdown. (N/O)
- ii) Detached double garage and single storey extensions at Whitstone Lodge. (N/O)
- iii) Works as detailed in submitted tree report at Templer Place. (Ref'd)
- iv) Construction of extension to main warehouse and new external freezer at 7 Battle Road, Heathfield Industrial Estate. (N/O with provisos)
- v) Works to trees as detailed in submitted report at verge north of Bovey Straight Garage, Newton Road. (N/C)
- vi) Two garden sheds and extension of existing retaining wall to 12.7 metres at 2 Sadler Green. (N/O)

b) DNPA:

- i) Alterations and formation of ground and first floor extension to provide an additional bedroom, family bathroom, utility room and front porch at Rosemary Cottage, Lower Brimley. (N/O)

c) Split Decision (Part Approval and Part Refusal):

- i) Proposal: Height reduce one ash and one oak in Area 1 where overhanging conservatory at Rippon, Brimley Grange. (Ref'd)  
Refusal: Reduction of one oak tree.  
Approval: Reduction of one ash tree.
- ii) Crown lift one oak (T16) to 3m above ground level and crown thin by removing crossing branches at 31 Rendells Meadow. (Ref'd)  
Refusal: Crown thinning.  
Approval: Crown lifting

d) Appeal Decision:

Appeal ref. APP/P1133/W/18/3207470 - Outline planning application for up to 30 dwellings and associated works (means of access to be determined only) at land to the north of Indio House, Newton Road.  
Appeal allowed.

*The Town Council's submitted observations: No objections - N/O. Objection - O. Referred - Ref'd. Not consulted - N/C.*

PL.19/05 Dartmoor Local Plan 2018-2033 (First Draft):

Following item PL.18/100, Members considered a response to the Draft Dartmoor Local Plan (*\*copy provided at the meeting*). Cllr Ashby referred to new dwellings approved conditionally for those with local connections. Stronger enforcement of these "local reference" conditions should be included within the draft response (i.e. affordable needs to remain so for local people). It was agreed to issue the draft response including the above amendment.

PL.19/06 General Planning Matters brought forward by Councillors:  
(For information only).

Cllr Mrs Kerswell had attended a site meeting today of the new planned NA3 development between Newton Abbot and Kingskerswell. This will provide in excess of 2000 homes.

Cllr Ms Blair referred to rumours that £200K is being spent by TDC on development plans for NA3.

Cllr Kelly:

- i) Noted that the King of Prussia project appears to have stalled. He suggested a future agenda item to consider support if required.
- ii) Reported that the vegetation along Monks Way is encroaching the road.

It was noted that this has been reported. Cllr Gribble agreed to investigate.

Cllr Arnold enquired when the archaeological survey will commence at the Community Centre site. The Town Clerk confirmed that it will commence on 8<sup>th</sup> January 2019.

Cllr Ashby reported that a "Prestige Furniture" sign has appeared at Bradley Bends. The Town Clerk agreed to report this.

The meeting closed at 6.53pm.

FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER ON MONDAY 7<sup>TH</sup> JANUARY 2019 AT 7PM

Present:

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

Cllr A Allen  
Cllr M J Evans  
Cllr S P Leigh

Cllr Ms C O Richardson  
Cllr C W Robillard

In attendance:

Cllr Mrs A J Kerswell\*  
Mr M Wells - Town Clerk  
Two members of the public

\*\*County Cllr  
\*District Cllr

The meeting was chaired by Cllr Leigh

Interests Declared: None.

FR&GP.19/01 Apologies for absence:

Cllr M Tregoning - Unwell

\*\*Public Participation:

Mr T Wilson referred to the Budget & Precept 2019/20 item (FR&GP.19/05) stating that having compared this year to previous years and viewed the reasons for the increase, he was concerned that, in times of austerity, people on fixed incomes will find their expenditure stretched too far. He requested to know the full reasons for the increase. The Chairman advised that this will be discussed in detail when the item is considered and if Mr Wilson's question remains unanswered he will allow a further opportunity to question.

FR&GP.19/02 Minutes:

The minutes of the meeting of 29<sup>th</sup> October 2018 (*\*copy previously circulated*) were confirmed as a correct record and were approved.

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

Members received and approved the following:

- i) payment and receipt transactions between 16<sup>th</sup> October and 10<sup>th</sup> December 2018 (*\*copy previously circulated*).
- ii) bank reconciliation between 16<sup>th</sup> October and 10<sup>th</sup> December 2018 (*\*copy previously circulated*).
- iii) noted 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:

Members considered 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. The Town Clerk presented the signed dispensation.

Resolved:

To approve the dispensation.

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

Members considered 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

The Chairman presented the budget in draft and explained the reasons for the proposed increase. Following discussion from Members it was resolved to suspend Standing Orders to allow Mr Wilson to speak further.

Mr Wilson requested that Members consider using some funding from reserves to fund this major increase. The Chairman replied stating that the use of reserves for ongoing revenue budget is a slippery slope. Cllr Allen noted that some expenditure is statutory and some optional e.g. events, grants, maintenance etc. and he considered that parishioners would wish these to continue.

Following consideration it was

Resolved:

- i) To recommend the Draft Budget to Full Council.
- ii) To recommend to Full Council setting the precept figure at £232,850.00.

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

Members received and noted the interim audit observations 2018/19 (*\*copy previously circulated*) and considered the following auditor recommendations:

- i) Progressing electronic banking.
  - ii) Opening a separate account to monitor the use of CiL funds.
- Following discussion it was

Resolved:

- i) To request the Town Clerk to prepare a report on the process for switching to electronic banking.
- ii) To instruct the Town Clerk to create a separate account for monitoring CiL receipts and expenditure.

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

Members considered a recommendation to Full Council to adopt a Councillor Induction Pack (*\*copy previously circulated*).

Following discussion Cllr Allen suggested the inclusion of the following:

- i) Further reference to Heathfield Councillors and the right for all Councillors to vote on all issues relating to the whole parish.
- ii) To make reference to one Full Council meeting being held annually at Heathfield.
- iii) Function of Full Council and Committees, Sub-groups and Sub-committees include Terms of Reference.
- iv) Meeting memberships are decided at the annual meeting.
- v) Describe quorum and impact.

Cllr Robillard suggested that the Town Clerk hosts a welcome session to discuss the document. Cllr Evans suggested the document should be issued to all Councillors.

Resolved:

To recommend to Full Council its adoption including amendments as set out above.

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

Consideration of an application for grant funding. This item was deferred until a completed funding application is received.

**FR&GP.19/09 Communities Together Fund:**

Members reconsidered an application for funding from the Communities Together Fund. The Town Clerk advised that as there was no support from all the moorland towns for the shared Town Centre Manager post, the project will not progress. Members therefore considered an alternative application to fund the purchase and installation of an acoustic folding partition for the proposed new Community Centre

**Resolved:**

To instruct the Town Clerk to make application.

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

Members received a deferred item (FC.18/75 iv) for further consideration. The Chairman explained the current issues with investing with the CCLA as the PSDF is a fund manager and is not supported currently by the Town Council's Treasury and Investment Policy. Following discussion it was

**Resolved:**

To seek a steer from Full Council as to whether the policy should be expanded to include alternatives such as this.

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

Members received and noted the GDPR Audit observations (*\*copy previously circulated*) and considered the following recommendations to Full Council:

- i) All Members to receive NALC's Legal Briefing (L04-11) (*\*copy previously circulated*).
- 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 previously circulated*)

**Resolved:**

To recommend to Full Council:

- i) The issue of NALC's Legal Briefing (L04-11) to all Members to receive and note.
- ii) That Council responsibility for GDPR is added to the Terms of Reference for FR&GP Committee.
- iii) The adoption of the Data Breach policy.

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

Cllr Robillard reported an issue with the footpath link between St Paul's Close and East Street. He noted that two minor accidents had recently occurred and he considered that the bollard needs to be lit. Cllr Gribble agreed to progress this.

The meeting closed at 8pm.

## 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	Wotton 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	

Date: 20/12/2018

Bovey Tracey Town Council

Pat

Time: 12:31

Cashbook 1

User: LIT

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 Description
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 Gr 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 lgt
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	Eltegroup	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

Page 3

Time: 12:31

Cashbook 1

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
<b>Total Payments:</b>			<b>52,553.84</b>	<b>0.00</b>	<b>3,854.56</b>			<b>48,699.28</b>	

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	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	Alan 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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12:31

## Cashbook 1

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
			<b>631,038.17</b>
<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
			<b>27,254.01</b>
			<b>603,784.16</b>
<u>Receipts not on Bank Statement</u>			
0	10/12/2018	All Receipts Cleared	0.00
			<b>0.00</b>
<b>Closing Balance</b>			<b>603,784.16</b>
<u>All Cash &amp; 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
<b>Total Cash &amp; Bank Balances</b>			<b>603,784.16</b>

## Heads of Terms

*These Heads of Terms contain the principle terms agreed by the Landlord and the Tenant. They are not exhaustive and are not to have any contractual effect nor impose or create any legal binding obligations or liability.*

### SUBJECT TO CONTRACT AND FORMAL APPROVAL

<b>PROPOSAL:</b>	Teignbridge District Council to transfer a parcel of land at the above address to Bovey Tracey Town Council on the terms set out below.
<b>VENDOR:</b>	Teignbridge District Council, Forde House, Brunel, Newton Abbot, TQ12 4XX. FAO: Mr Chris Smith. Tel: 01626 215469. E Mail: <a href="mailto:chris.smith@teignbridge.gov.uk">chris.smith@teignbridge.gov.uk</a>
<b>PURCHASER:</b>	Bovey Tracey Town Council, Town Hall, Town Hall Place, Bovey Tracey, TQ13 9EG. FAO Mark Wells. Tel: 01626 834217. E Mail: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a>
<b>PROPERTY:</b>	Land at the junction of Station Road, Bovey Tracey currently set out as a car park. As shown edged in green and marked "A" on drawing number 1690_L_001A for identification purposes.
<b>TENURE:</b>	Freehold
<b>PURCHASE PRICE:</b>	£1 if demanded
<b>ACCESS:</b>	Access to the Property will be via the purchaser's retained land.
<b>RIGHTS:</b>	The site will be sold subject to wayleave agreements in favour of utility companies Western Power Distribution and British Telecoms
<b>PERMITTED USE:</b>	To use the premises for the sole purpose of a community centre
<b>UTILITIES:</b>	The Purchaser must relocate the existing parking meter to a new position to be agreed with the Council's car parks manager adjacent to the car park entrance.

<b>CONDITIONS:</b>	<ol style="list-style-type: none"> <li>1. This offer is subject to contract and formal approval</li> <li>2. Teignbridge will require a restrictive covenant over the site which states that the land should not be used at any time other than as a community centre building only.</li> <li>3. The property is to be purchased unconditionally and it will be the purchaser's responsibility to obtain any necessary planning permissions or building regulations approvals for its intended use.</li> </ol>
<b>WARRANTY:</b>	No warranty is given in relation to the condition of the property.
<b>COSTS:</b>	Each party to bear their own costs involved in this transaction.
<b>LANDLORDS SOLICITOR:</b>	Legal Services – Teignbridge District Council, Forde House, Brunel Road, TQ12 4XX
<b>PURCHASERS LEGAL REPRESENTATIVE :</b>	TBC
<b>TIMINGS:</b>	Both parties will work towards an exchange of contracts six weeks post receipt of the draft documentation.

---

Declaration

Signed on behalf of the Purchaser

Name \_\_\_\_\_

Signature \_\_\_\_\_ Dated \_\_\_\_\_

Authority: ~~Delegated Powers / Portfolio Holder / Executive Decision/ Full Council~~

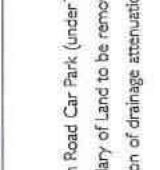


**NOTES**

- A Area of Land to be transferred to Bovey Tracey Town Council
- B Area of car park under which attenuation tanks are located for the surface water drainage to the new Community Centre
- C New Bovey Tracey Community Centre

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 This is a preliminary drawing only.  
 Do not scale from this drawing.

- KEY**
- Station Road Car Park (under Teignbridge District Council Ownership)
  - Boundary of Land to be removed from Title
  - Location of drainage attenuation tanks under Registered Land for use by other land/ building



Station Road Car Park (under Teignbridge District Council Ownership)  
 Boundary of Land to be removed from Title  
 Location of drainage attenuation tanks under Registered Land for use by other land/ building

A 01/10/18 Amended to show just Land transfer

Bovey Tracey Community Centre  
 Station Road  
 Bovey Tracey  
 for Bovey Tracey Town Council  
 Land Transfer with Teignbridge DC

<b>RIBA #</b> Chartered Practice	<b>Peregrine Mears</b> Architects
1500 @ AJ	1000 @ AJ
PC	PC
01.08.18	18.08.18
1690_L_001	A



## Heads of Terms

*These Heads of Terms contain the principle terms agreed by the Landlord and the Tenant. They are not exhaustive and are not to have any contractual effect nor impose or create any legal binding obligations or liability.*

### SUBJECT TO CONTRACT AND FORMAL APPROVAL

<b>GRANTOR:</b>	Teignbridge District Council, Forde House, Brunel, Newton Abbot, TQ12 4XX. FAO: Mr Chris Smith. Tel: 01626 215469. E Mail: <a href="mailto:chris.smith@teignbridge.gov.uk">chris.smith@teignbridge.gov.uk</a>
<b>GRANTEE:</b>	Bovey Tracey Town Council, Town Hall, Town Hall Place, Bovey Tracey, TQ13 9EG FAO Mark Wells. Tel: 01626 834217. E Mail: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a>
<b>LAND:</b>	All that land under the ground in Station Road car park, Bovey Tracey coloured yellow and marked "B" on the attached plan hereinafter called an Easement Strip.
<b>APPARTUS:</b>	Concrete attenuation tanks
<b>PRICE:</b>	£1 if demanded
<b>RIGHTS:</b>	<p>The Grantor shall allow the Grantee the rights to:</p> <ul style="list-style-type: none"><li>- Install storage tanks on the Easement Strip shown for identification purposes only coloured yellow and marked "B" on the plans attached</li><li>- Execute any works on the Easement Strip in connection with the installation, maintenance, adjustment, alteration, repair, replacement, renewal of the apparatus</li><li>- A right of way for the Grantee and its successors in title to access the land for the purposes to pass and repass with or without vehicles from or to the public highway through the usual accessways for all purposes connected with the use and enjoyment of the land.</li></ul>
<b>PERMITTED USE:</b>	<p>To use the Easement Strip for the sole purpose of storing the above apparatus for the provision of surface water attenuation tanks and to not be used for any other purpose.</p> <p>For the avoidance of doubt the surface use of the Easement Strip above the land should be unaffected by the provision of the tanks.</p>

<b>CONDITIONS:</b>	It will be the Grantee's responsibility to obtain any necessary permissions from statutory undertakers in addition to planning permissions or building regulations approvals for its intended use of the land.
<b>GENERAL:</b>	<p>The Grantee shall in the exercise of the Rights:</p> <ul style="list-style-type: none"> <li>- keep the Grantor fully indemnified from and against any loss damage or liability suffered by the Grantor in the exercise of the Rights.</li> <li>- indemnify the Grantor against liability for all third party claims, costs, proceedings or demands arising out of any act, error or omission of the Grantee, its employees, agents or contractors in breach of this Agreement or in the negligent exercise of the Rights.</li> <li>- maintain insurance with a reputable insurer against public liability in connection with the negligent exercise of the Rights causing death or injury or loss or damage to the Property. The maximum liability to the Grantor arising under or in connection with this Agreement limited to £10,000,000 (ten million pounds) in relation to any event or series of connected events and provide a copy of the relevant insurance.</li> <li>- provide the Grantor with written notice of its intention to enter the land before installation of the apparatus and reasonable notice of its intention to enter the land to maintain, adjust, alter, repair, replace, renew, add to, connect to or remove apparatus</li> <li>- carry out all works in a proper and workmanlike manner and take all reasonable precautions to avoid obstruction or interference with the use of the land and damage or injury to the land or any structures or drains thereunder.</li> <li>- provide permanent reinstatement of those areas of the land excavated or damaged with similar materials and to existing surface levels.</li> <li>- If so required by the Grantor, the Grantee will enter into a deed of release to record the grant of Rights over a newly designated Easement Strip on the same terms as contained in the original Deed of Grant (Easement) and to extinguish the Rights in respect of the previous Easement Strip.</li> </ul>
<b>COSTS:</b>	Each party to bear their own costs involved in this transaction.
<b>LANDLORDS SOLICITOR:</b>	Legal Services – Teignbridge District Council, Forde House, Brunel Road, TQ12 4XX

<b>PURCHASERS LEGAL REPRESENTATIVE :</b>	To be confirmed
<b>TIMINGS:</b>	TBC

---

Declaration

Signed on behalf of the Grantee

Name \_\_\_\_\_

Signature \_\_\_\_\_

Dated \_\_\_\_\_



**NOTES**

- A Area of Land to be transferred to Bovey Tracey Town Council
- B Area of car park under which attenuation tanks are located for the surface water drainage to the new Community Centre
- C New Bovey Tracey Community Centre

**KEY**

- Station Road Car Park (under Teignbridge District Council Ownership)
- Boundary of Land to be removed from Title
- Location of drainage attenuation tanks under Registered Land for use by other land/ building




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PROJECT TITLE	Bovey Tracey Community Centre Station Road Bovey Tracey for Bovey Tracey Town Council	RIBA 4th Edition	DATE 1:500 @ A3	PROJECT NO. PC	DATE 01.09.18	PROJECT NO. 1690_L_001	SCALE A
	DRWING TITLE Land Transfer with Teignbridge DC						

PROJECT NO. A 01/09/18 Amended to show J141 Land Transfer PC


**Peregrine Meads**  
 ARCHITECTS  
 16, 18 & 20, THE TOWN HOUSE, 100, MARKET STREET, EXETER, DEVON, EX1 1JG, UK  
 TEL: 01392 263000 FAX: 01392 263001

## Heads of Terms

*These Heads of Terms contain the principle terms agreed by the Landlord and the Tenant. They are not exhaustive and are not to have any contractual effect nor impose or create any legal binding obligations or liability.*

### SUBJECT TO CONTRACT AND FORMAL APPROVAL

<b>LANDLORD:</b>	Teignbridge District Council, Forde House, Brunel Road, Newton Abbot, TQ12 4XX
<b>TENANT:</b>	Bovey Tracey Town Council, Town Hall, Town Hall Place, Bovey Tracey, TQ13 9EG
<b>PREMISES:</b>	The Landlord shall grant a lease of all that land at Station Road, Bovey Tracey edged green and marked "A" on drawing number 1690_L_002.
<b>TERM:</b>	A new 20 Year Lease. The lease will be contracted outside of sections 24 to 28 of the Landlord and Tenant Act 1954.
<b>RENT:</b>	£650 per annum
<b>RENT FREE PERIOD:</b>	10 years
<b>RENT REVIEW:</b>	The rent will be reviewed on the anniversary of the tenth year of the term subject to an indexation to the Retail Price Index and every five years thereafter.
<b>USE:</b>	The premises shall not be used for any purpose other than for the purposes of a maintenance shed / store.
<b>RIGHTS:</b>	The Tenant will be permitted a vehicular and pedestrian right of access across the Councils retained land, known as Station Road Car Park, shown by a dashed line on drawing number 1690_L_002. The Tenant will be required to ensure a valid parking ticket is displayed at all times, when parking on the Landlords land.
<b>INSURANCE:</b>	The Tenant shall insure and keep insured the premises against damage or destruction to the full value thereof. The Tenant shall also be responsible for the insurance of all contents.

<b>ASSIGNMENT/ SUBLETTING:</b>	The Tenant shall not be permitted to assign or sub-let the lease or part with possession of the premises in any way.
<b>BREAK CLAUSE:</b>	Either party will have the right to terminate the agreement at any time after the first 24 months of the lease subject to a further 12 months prior written notice such notice expiring at any time after the first anniversary of the lease.
<b>REPAIRS &amp; MAINTENANCE:</b>	The Tenant to be responsible for all repairs and maintenance in relation to the land, structures, infrastructure, paths, buildings, and any other items contained within the premises.
<b>SECURITY:</b>	The Tenant shall be responsible for all security arrangements relating to the premises and its contents.
<b>RESERVATIONS:</b>	The Landlord reserves a general right of access for itself, its licensees and successors in title over the premises.
<b>COMPENSATION:</b>	To the extent that the law allows no compensation shall be payable by the landlord at the end of the term for any adaptation or improvement works carried out by the tenant to the premises.
<b>FORFEITURE:</b>	In the event of the Tenant being in material breach of any of the conditions of the lease, the landlord will be permitted to terminate the lease with immediate effect.
<b>NUISANCE:</b>	The Tenant shall not do or permit anything to be done in or upon the premises or any part thereof, which in the opinion of the landlord may cause a nuisance or unreasonable annoyance or inconvenience to the landlord or the owners or occupiers of any adjoining or neighbouring property.
<b>ALTERATIONS:</b>	The Tenant shall not make any alterations or additions or erect any structures on the premises without the consent in writing of the landlord
<b>REINSTATEMENT:</b>	The Tenant has a lease of the site only. The Tenant will be responsible throughout the lease for keeping the site in good repair and condition and will be required to hand back vacant possession of the premises upon determination of the lease.

These lease terms are prepared in accordance with the Code for Leasing Business Premises. Please see [www.leasingbusinesspremises.co.uk](http://www.leasingbusinesspremises.co.uk) or consult a qualified Surveyor or Solicitor.

	Any structures erected or placed on the premises or additions thereto including services shall be removed at the tenant's own expense and land reinstated in no worse condition unless otherwise agreed in writing with the landlord.
<b>OUTGOINGS:</b>	The Tenant shall be responsible for all costs associated with the running of the land and any buildings erected thereon including payment for electricity, gas, water charges, Non Domestic Business Rates, and any other outgoings.
<b>STATUTORY REQUIREMENTS:</b>	The Tenant shall comply with all statutory and Health & Safety requirements.
<b>VAT:</b>	Any payments made to the Landlord under the terms of this lease will exempt from VAT.
<b>COSTS:</b>	Each party to bear their own costs in the setting up of this agreement.
<b>APPROVALS:</b>	These terms are Subject to Contract & Without Prejudice and subject to formal approval.
<b>FORMAL AGREEMENT:</b>	The Lease shall contain such other standard and usual terms and conditions as deemed necessary by the landlord's solicitor.
<b>PROFESSIONAL ADVICE:</b>	The Code of Practice on Commercial Leases in England and Wales strongly recommends that intending tenants should seek professional advice from a qualified surveyor, solicitor or licensed conveyancer before agreeing or signing a business tenancy agreement. The code is available through professional institutions and trade associations or through the website <a href="http://www.commercialleasecodeew.co.uk">www.commercialleasecodeew.co.uk</a> .



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**KEY**

- Station Road Car Park (under Teignbridge District Council Ownership)
- Boundary of Land to be subject to Ground Lease from TDC by Bovey Tracey Town Council (BTTC)
- Right of access over TDC land for vehicular access to the BTTC Maintenance Building

**NOTES**

- A** Bovey Tracey Town Council Maintenance Building, subject to ground lease from Teignbridge District Council
- B** Right of access over land required for vehicular access to the new Maintenance Building for Bovey Tracey Town Council
- C** New Bovey Tracey Community Centre

<b>PROJECT NAME</b>	Bovey Tracey Community Centre Station Road Bovey Tracey for Bovey Tracey Town Council
<b>CLIENT</b>	Bovey Tracey Community Centre
<b>SCALE</b>	1:500 @ A3
<b>DATE</b>	PC
<b>PROJECT NO.</b>	01.08.18
<b>ISSUE NO.</b>	1690_L_002

**Peregrine Meats**  
ARCHITECTS

PEREGRINE MEATS  
 11 THE WOODS  
 WIMBORNE  
 DORSET  
 BH20 2JN

None



Proposed Budget 2019/20 (Income)

DRAFT BUDGET

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	£205,890.00	£232,850.00
12	Council Tax Support Grant (CTSG)	£16,800.00	£16,800.00	£18,650.00	£18,650.00	£18,400.00	£18,400.00	£14,780.00	£0.00
13	Interest	£300.00	£128.28	£100.00	£231.17	£100.00	£277.38	£100.00	£100.00
14	Allotments & Brimley Field	£2,000.00	£2,500.00	£2,000.00	£2,255.00	£2,000.00	£2,850.00	£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	£24,582.50	£15,000.00	£14,000.00
17	Other Income	£3,500.00	£17,598.89	£3,700.00	£2,671.78	£3,700.00	£3,700.00	£1,000.00	£1,000.00
18	P5 & Other Grants	£1,000.00	£65,680.00	£1,000.00	£41,861.93	£1,000.00	£2,913.87	£3,700.00	£3,700.00
19	Christmas Lights	£2,000.00	£1,901.49	£2,000.00	£1,598.72	£2,000.00	£1,320.00	£1,000.00	£1,000.00
110	Britain in Bloom	£3,800.00	£2,060.00	£1,800.00	£1,800.00	£1,800.00	£2,700.00	£1,800.00	£1,800.00
111	S106 Receipt/Ch. Contributions	£0.00	£11,853.42	£0.00	£3,117.02	£3.00	£7,988.90	£0.00	£0.00
112	Flag Project	£0.00	£0.00	£0.00	£45.00	£0.00	£0.00	£0.00	£0.00
113	Sale of Town Hall	£0.00	£92,318.00	£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	<b>Total</b>	<b>£239,250.00</b>	<b>£428,899.37</b>	<b>£234,900.00</b>	<b>£284,513.92</b>	<b>£238,565.00</b>	<b>£289,738.07</b>	<b>£246,150.00</b>	<b>£267,250.00</b>

DRAFT

Proposed Budget 2019/20 (Expenditure)

Row	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
01	Allotments	£1,200.00	£1,442.97	£1,200.00	£1,424.14	£1,200.00	£1,038.72	£1,200.00	£1,200.00
02	Town Hall	£9,000.00	£9,137.59	£9,000.00	Inc In Est Ch.	£9,000.00	Inc In Est Ch.	£8,000.00	£9,000.00
03	Cemetery	£15,000.00	£7,732.38	£11,000.00	£7,550.04	£13,000.00	£10,906.30	£15,000.00	£13,000.00
04	Britain in Bloom	£4,000.00	£3,012.56	£4,000.00	£4,015.01	£4,000.00	£4,087.27	£4,000.00	£4,000.00
05	Basins/Trough Watering	£0.00	£0.00	£4,000.00	£3,740.00	£5,000.00	Inc In Salaries	£4,000.00	£4,000.00
06	Bus Shelters	£500.00	£0.00	£500.00	£0.00	£0.00	£0.00	£500.00	£500.00
07	Recreation Grounds	£5,000.00	£60,419.12	£16,000.00	£13,407.12	£18,000.00	£18,218.35	£18,000.00	£18,000.00
08	Establishment Expenses	£15,000.00	£25,497.33	£26,000.00	£28,026.59	£26,000.00	£28,068.47	£26,000.00	£25,000.00
09	Wages, N.I. & Pensions	£84,850.00	£80,040.52	£80,850.00	£78,083.80	£82,615.00	£87,892.91	£86,000.00	£82,000.00
10	Reparation Photocopier	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
11	Pottery Leas	£700.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00
12	Christmas Lights	£5,000.00	£6,505.00	£5,000.00	£6,550.00	£5,000.00	£5,940.00	£5,000.00	£5,000.00
13	Election	£6,000.00	£4,280.45	£6,000.00	£2,121.72	£6,000.00	£2,221.72	£6,000.00	£6,000.00
14	Contingency	£5,000.00	£0.00	£5,000.00	£0.00	£5,000.00	£0.00	£5,000.00	£5,000.00
15	Information Centre	£750.00	£0.00	£750.00	£0.00	£750.00	£0.00	£750.00	£750.00
16	Partnerships Partnership	£100.00	£23.79	£100.00	£0.00	£100.00	£0.00	£100.00	£100.00
17	Reestfield Youth Project	£1,000.00	£1,024.95	£1,000.00	£286.21	£2,000.00	£2,432.01	£2,000.00	£2,000.00
18	BTVA	£7,500.00	£7,500.00	£7,500.00	£6,375.00	£7,500.00	£8,125.00	£7,500.00	£7,500.00
19	The Old Thatched Inn	£40,000.00	£0.00	£40,000.00	£8,885.00	£40,000.00	£17,388.25	£40,000.00	£40,000.00
20	Regeneration Project	£2,500.00	£5,000.00	£2,500.00	£5,385.49	£2,500.00	£0.00	£2,500.00	£2,500.00
21	Rowy 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
22	Heritage Centre & Trail	£0.00	£465.00	£0.00	£1,754.12	£0.00	£0.00	£0.00	£0.00
23	Legal Advice Service	£0.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£0.00	£1,500.00	£1,700.00
24	Grants/PS	£0.00	£75.00	£0.00	£3,000.00	£0.00	£0.00	£0.00	£0.00
25	Flag Project	£2,000.00	£3,930.13	£0.00	£1,185.47	£0.00	£10,000.00	£0.00	£0.00
26	Tree related Works	£0.00	£0.00	£0.00	£0.00	£0.00	£450.00	£0.00	£0.00
27	Recreation Ground Toilets	£5,000.00	£5,507.21	£5,000.00	£5,876.76	£5,000.00	£4,491.88	£5,000.00	£5,000.00
28	Margins & Weed Spraying	£0.00	£0.00	£0.00	£1,544.00	£0.00	£1,411.20	£1,000.00	£2,000.00
29	Software	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
30	Training Budget	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
31	Temp Toilet Hire - Station Road	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
32	Green Man Festival	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
33	Neighbourhood Development Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
34	Community Grants Budget	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
35	Additional Town Hall Rent	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
36	<b>Total</b>	<b>£281,100.00</b>	<b>£225,460.22</b>	<b>£281,500.00</b>	<b>£184,061.46</b>	<b>£236,955.00</b>	<b>£217,884.00</b>	<b>£247,150.00</b>	<b>Reserves</b>
									<b>£267,280.00</b>

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>	(please refer to the attached budget for 2019/20)
		232,850	
Council Tax Support Grant (deduct)		0.00 *	
		<b>232,850</b>	

**Proposed Precept  
2019/2020:**

**£232,850**

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

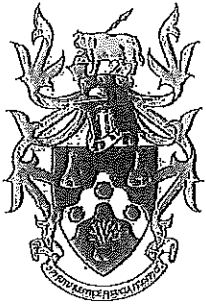
Precept 2018/2019:	£205,990	£70.43 per Band D property
Precept 2017/2018:	£199,565	£69.91 per Band D property
Precept 2016/2017:	£192,650	£68.55 per Band D property
Precept 2015/2016:	£186,450	£67.53 per Band D property
Precept 2014/2015:	£172,165	£63.94 per Band D property
Precept 2013/2014:	£188,855	£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  
Tel: 01626 834217 • E-mail: [info@boveytracey.gov.uk](mailto:info@boveytracey.gov.uk) • [www.boveytracey.gov.uk](http://www.boveytracey.gov.uk)  
Office hours: 10.30am - 12.30pm Mon. Wed. & Fri.

## 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.

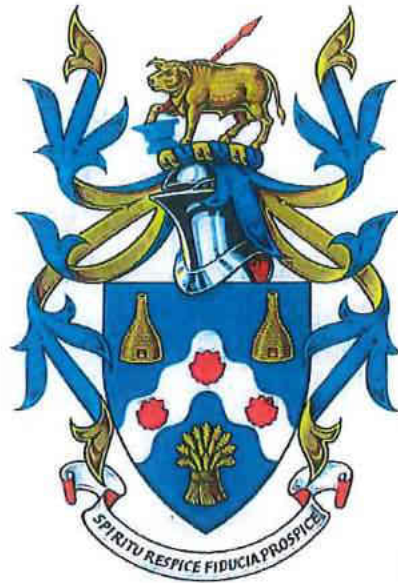
<u>2018/19</u>	<u>2019/20</u>
£1,000	£2,000

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**

### **Induction Pack for New Councillors**

**Reviewed: Jan 2019**

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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](mailto: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 **Town** Meeting this year (2019) will be held on Wednesday 27<sup>th</sup> 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. **This will be your first meeting following elections and will take place on Monday 13<sup>th</sup> May 2019 at 7.00pm.**

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), **however one meeting each year (Full Council in January) takes place in Heathfield (Community Centre).**

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.

**Current standing council committees are as follows:**

- Planning Committee
- Recreation, Parks & Property Committee
- Finance, Resources and General Purposes Committee

In addition to the standing committees, there are a number of sub-committees and steering groups. A list of these can be found in Appendix 8.

The responsibilities of each of the above committees can be found in the corresponding Terms of Reference which are included within Appendix 7. Each committee currently consists of 7 Councillors (including the ex-officio). A minimum number of Councillors must attend in order to be quorate (e.g. to proceed with a meeting and transact business). If not quorate, no business can be transacted, and the meeting will be rescheduled.

In accordance with the Terms of Reference, Committees will either have delegated authority to undertake certain tasks, or will make recommendations to Full Council. All 14 Councillors (12 Bovey Tracey Ward Councillors and 2 Heathfield Councillors) will take part in each meeting of the Full Council. At a meeting of the Full Council, all Councillors have the right to vote on all issues relating to the whole parish (eg Heathfield Councillors can still vote on Bovey Parish matters and vice versa). This also applies to committees (if elected).

## **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.

DRAFT



## **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).

## **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)
- 7 **Committee Terms of Reference**
- 8 **Steering Groups and Sub Committees**

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.

## **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](http://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

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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](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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## Treasury & Investment Policy

### **1. Policy Background**

- 1.1 Bovey Tracey Town Council's treasury and investment policy and its associated strategy are conducted in accordance with:
- i) The Local Government Act 2003 (the Act) and supporting regulations.
  - ii) The Government and Accountability in England and Wales, A Practitioners Guide. This requires the Council to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
  - iii) The statutory guidance on local government investments (issued subsequent to the Act) which requires the production of an Annual Investment Strategy and gives guidance on how this should be completed.
- 1.2 It is uncommon for the Town Council to hold investments other than in the form of easily accessible bank deposits or other short-term savings accounts. Easily accessible accounts are classed as accounts which do not require more than 90 days' notice to access the funds. These are only used to maximise income from cash balances during the financial year.
- 1.3 The legislation and associated guidance is optional for Town Councils where investments are not expected to exceed £500,000 and no action is required below £10,000. However, for Bovey Tracey Town Council where the sums involved exceed £500,000, the guidance is mandatory.

### **2. Definitions**

- 2.1 Investments – All investments of more than 12 months in duration.
- 2.2 Treasury – All cash deposits held in bank accounts which includes bonds of up to 12 months in duration.

### **3. Policy Objectives**

The overriding policy objectives are:

- To invest prudently to ensure the security of the principal sums.
- To maintain liquidity in the portfolio to meet the council's spending plans.
- To mitigate risk.
- To seek the optimum returns available whilst remaining consistent with the proper levels of security and liquidity.

**4. Investment Policy**

- 4.1 Bovey Tracey Town Council will not hold funds other than in bank accounts, building society accounts or bonds of 12 months or less in duration.
- 4.2 No investments will be made in stocks and shares.
- 4.3 Investments are treated as capital and all sums involved must be used for capital expenditure when the investment period ends.
- 4.4 The total proceeds of disposal of an investment should always be recorded as income in the financial year of the disposal.
- 4.5 Where the proceeds of disposal of investments or other assets purchased as capital expenditure exceed £10,000 and are capital receipts, Councils must have regard to and apply the statutory restrictions placed on such receipts.

**5. Treasury Policy**

- 5.1 Bovey Tracey Town Council will hold all its funds as cash deposits in banks accounts or bonds.
- 5.2 The maximum of the council's cash deposits which may be held with one institution must not exceed 60%. Any exception to this limit must be approved by Full Council.
- 5.3 Full Council approval is required if a deposit is with an institution with which the council does not already hold an account. The RFO has delegated authority to deposit funds with any of the council's existing bankers and report this back to the council.
- 5.4 A procedure for making a deposit can be found in Appendix A

## Appendix A

### **Procedure for Deposits**

1. RFO to identify an appropriate deposit account or short-term bond with a financial institution that fits with the council's treasury policy. Any bonds should be capital sum guaranteed.
2. Approval of Full Council is sought if the deposit is with a financial institution not currently used by the council.
3. The RFO actions the opening of the account and the setting up of the bank mandate for council members to sign in accordance with the financial regulations.
4. The RFO actions the deposit/transfer of funds.
5. The transfer/deposit is reported to the council.
6. At the end of the fixed term the RFO has delegated authority to move the funds into another bond with the same financial institution or with another of the council's bankers.

### **Procedure for Bank Transfers**

1. Delegated authority is given to the RFO to make transfers between the accounts of the same bank without prior approval of the Council (in accordance with the Council's Financial Regulations).
2. Transfers between banks will follow normal payment procedure as detailed in the Financial Regulations.
3. Details of all transfers to be provided to the council with the monthly finance report.



### Finance, Resources and General Purposes Committee

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



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





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- xxvi) Dealing with all matters pertaining to the performance, terms and conditions of service, and superannuation of the Council's staff and making appropriate recommendations relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils, the National Association of Local Councils, and any approved Local Conditions of Service



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

xxviii) **To be responsible for dealing with all General Data Protection Regulation (GDPR) related matters.**

## 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

To report a data breach, Bovey Tracey Town Council will use the ICO online system:

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

TOWN MAYOR'S ENGAGEMENTS FOR THE PERIOD 13<sup>th</sup> November 2018 – 21<sup>st</sup> January 2019

DATE & TIME	EVENT	VENUE	ATTENDED BY
Tuesday 13 <sup>th</sup> November	Neighbourhood Plan – Consultation Event	Heathfield Community Centre	Mayor
Thursday 29 <sup>th</sup> November	Bovey Futures AGM	Dartmoor Whisky Distillery Old Town Hall	Mayor
Saturday 1 <sup>st</sup> December	Christmas Lights Switch-on & Street Fayre	Fore Street Bovey Tracey	Mayor
Thursday 6 <sup>th</sup> December	Rowcroft Light up a Life Service	St Peter, Paul & Thomas of Canterbury Church Bovey Tracey	Mayor
Wednesday 12 <sup>th</sup> December	Nativity Play	St Catherine's Primary School Heathfield	Mayor
Sunday 16 <sup>th</sup> December	Celebration of Christmas (Rowcroft)	Buckfast Abbey Buckfastleigh	Mayor
Monday 17 <sup>th</sup> December	Bovey Tracey Carol Service	St Peter, Paul & Thomas of Canterbury Church Bovey Tracey	Mayor
Tuesday 18 <sup>th</sup> December	Bovey Tracey Primary School Concert	Bovey Tracey Primary School Abbey Road Bovey Tracey	Mayor

*Note: The Town Mayor as Ex Officio, has also attended 13 additional meetings (Committees, Work Groups and Steering Groups)*

## ROLE PROFILE

<b>Role:</b>	Councillor Advocate
<b>Team:</b>	Office of the Police and Crime Commissioner
<b>Duration:</b>	Ongoing subject to 12 monthly review

### About the police and crime commissioner

The police and crime commissioner (PCC) is responsible by law for holding the chief constable to account on behalf of the residents of Devon, Cornwall and the Isles of Scilly for delivering a police force that works well and meets the needs of its communities. The police and crime commissioner also has to make sure that Devon and Cornwall Police is helping to deliver our area's 'police and crime plan'. The PCC's plan has five priorities:

1. Connecting communities and policing – the local policing promise
2. Preventing and deterring crime
3. Protecting people at risk of abuse and those who are most vulnerable
4. Supporting victims and witnesses and helping them to get justice
5. Getting the best out of the police

The police and crime commissioner's key priority is the 'Local Policing Promise'. This promise means that she will work to ensure that policing in Devon, Cornwall and the Isles of Scilly is accessible, responsive, informative and supportive. To assist in delivering that promise, the police and crime commissioner has created a Councillor Advocate Scheme, to harness the power and connectivity of locally elected councillors throughout Devon, Cornwall and the Isles of Scilly.

The chief constable and the police and crime commissioner have many different responsibilities but in short their roles are to:

Chief Constable	Police and Crime Commissioner
Must deliver an effective police force.	Makes sure that the views and needs of Devon, Cornwall and the Isles of Scilly residents inform how our police service operates.
Leads and makes decisions on all aspects of operational policing.	Sets the police's priorities (i.e. the issues that are the most important) and decides how much money the police force will be given each year to operate.
Is the most senior police officer in Devon and Cornwall Police	Acts on behalf of the electorate to ensure that the chief constable is delivering effective policing in Devon, Cornwall and the Isles of Scilly by holding him to account.

Chief Constable	Police and Crime Commissioner
Is responsible for the delivery of operational policing and overall performance of the police.	Decides what the council tax contribution towards policing (the precept) is, and then decides how much money the chief constable will have to run the police force, as well as then commissioning other services to reduce crime and/or improve community safety.
Is politically independent.	Is elected into office.
Accountable to the police and crime commissioner.	Accountable to the police and crime panel.

## About the role

The Police and Crime Commissioner's Councillor Advocate Scheme aims to ensure that:

- councillors feel more informed about crime and policing in their local area;
- a practical and positive route exists to enable councillors to bring overall views from their communities to the police;
- the Police and Crime Commissioner is kept informed of community views across Devon, Cornwall and the Isles of Scilly, so that she can effectively hold the Chief Constable to account for policing;
- consistent, accurate and honest information relating to crime and community safety is cascaded to the public;
- councillors feel equipped to inform the public about crime and policing, educate their communities about crime and support/encourage greater reporting of issues to the police and other appropriate partner organisations; and
- the time of police officers is used to its optimum by enabling the cascade of information to be efficient and without duplication.

The role of a councillor advocate is to:

- improve the connection between communities, the police, and the police and crime commissioner;
- regularly engage with all councillors from their council and their communities to explore what crime and community safety issues they may be experiencing, and cascade that information back to the police;
- encourage all councillors from their council and their communities to register for the free neighbourhood alert system at <https://alerts.dc.police.uk>;
- ensure that accurate information from the police is cascaded throughout their council and communities;
- cascade crime prevention information to encourage all communities to take proactive steps to reduce the risk of crime and encourage reporting;
- raise awareness and clarify the most appropriate methods of reporting antisocial behaviour and other nuisance issues within their communities;
- raise awareness within their council of the Victim Care Unit and encourage all councillors to promote it within their areas;

- ensure that specific police campaigns are widely communicated within their council and cascaded throughout communities; and
- tell the police about community concerns, but also about positive experiences so that good practice can be captured and feedback used by the police.

## Commitment

Councillor advocates will be requested to attend quarterly meetings and to proactively bring information to those discussions, as well as cascade the results of the meeting throughout their council and communities. In addition, councillor advocates will be invited to attend any relevant police and crime commissioner consultation and engagement events which are scheduled to take place within their council's area. Councillor advocates will also be invited to attend seminars each year. The police and crime commissioner recognises that councillor advocates are volunteers and as such their attendance at any event is in a voluntary capacity.

## Expenses

The police and crime commissioner is unable to make any financial reimbursement to councillor advocates as part of the scheme. Refreshments will be provided at councillor advocate seminars.

## Police vetting and the Disclosure and Barring Service

Councillor advocates will not be expected to provide, nor be provided with personal, confidential or sensitive information as part of the scheme. As such advocates will not be subject to police vetting or Disclosure and Barring Service processes.

## Information security and data protection

Councillor advocate meetings are not forums where specific cases or individuals will be discussed.

Councillor advocates will not be expected to provide, nor be provided with personal, confidential or sensitive information as part of the scheme.

Should a councillor advocate be made aware of a specific issue relating to any individual(s) that they wish to discuss with the police, this activity must be considered as being outside of the councillor advocate scheme process and the councillor should adhere to their council's own policies and practices for the appropriate, proportionate and legal disclosure of information.

Should an incident occur where a councillor advocate does share any information with the police or the office of the police and crime commissioner that is deemed to relate to the safety and/or safeguarding of a person(s), that information may be shared with other organisations for the purposes of preventing crime and/or safeguarding in accordance with statutory duties.

Information exchanged via the councillor scheme should be stored and communicated using appropriate and secure methods, with due regard to relevant data protection and human rights legislation.

The following information about councillor advocates will be collected and stored by the office of the police and crime commissioner:



Type of Information	Reason for use/storing/retaining
Councillor name	To enable registration to the scheme.
Name of council	To ensure that the office of the police and crime commissioner can identify which councils are represented on the scheme.
Telephone number	To enable staff from the office of the police and crime commissioner to contact councillors with specific enquiries or notifications (for example a seminar cancellation).
Email address	To enable councillors to receive regular information as part of the scheme.
Any special requirements	This will be asked for individual events and communications to ensure that staff from the office of the police and crime commissioner take any specific requirements into consideration.

## Information sharing

Elected members understand that by registering to become a councillor advocate, that their information (i.e. name and contact details) will be shared with Devon and Cornwall Police, relevant Community Safety Partnerships, Democratic Services Teams/Town Clerks and other councillor advocates.

Councillors may request to be removed from the scheme at any time by emailing [councilloradvocateopcc@devonandcornwall.pnn.police.uk](mailto:councilloradvocateopcc@devonandcornwall.pnn.police.uk).

## Access to police buildings

Quarterly meetings of advocates may take place on police premises but advocates will not be provided with specific police authorised identification or access cards for any police premises as part of the scheme.

## Training

Councillor advocates will be invited to attend seminars each year where specific inputs and/or training will be provided. Four seminars will take place throughout the year in Devon and Cornwall. The Office of the Police and Crime Commissioner will be guided by councillor advocates when choosing topics for each seminar (for example crime prevention, modern slavery and human trafficking, domestic abuse and sexual violence, scams, county lines etc).

## Person specification

Councillor advocates should demonstrate:

- commitment to working positively and in partnership to solve problems;
- excellent and professional communication skills;
- ability to proactively gather and cascade information;
- demonstrable integrity and commitment to promoting equality, diversity and human rights; and
- diplomacy.

## Equality, diversity and human rights

It is important that the police and the police and crime commissioner can demonstrate that they promote and respect equality, diversity and human rights at all times. The police and police and crime commissioner must ensure that those they interact with are treated fairly and without discrimination. It is also important that the police and police and crime commissioner respects and understands the diversity of the individuals and communities they serve.

The Equality Act 2010 places a duty on all public authorities (including police and crime commissioners) which requires them to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The police and crime commissioner's councillor advocate scheme must fully reflect the commissioner's legal duties and all councillor advocates will be expected to behave in accordance with these duties and principles at all times online and offline and both professionally and privately. Failure to do so may result in a formal investigation by the office of the police and crime commissioner and possible removal from the scheme.

## Councillor advocate conduct

Councillor advocates are expected to act in accordance with the seven Nolan principles that apply to the conduct of people in public life, which are:

1. Selflessness: you should act in the public interest.
2. Integrity: you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates.
3. Objectivity: you should act impartially, fairly and on merit.
4. Accountability: you should be prepared to submit to public scrutiny necessary to ensure accountability.
5. Openness: you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure.
6. Honesty: you should always be truthful.
7. Leadership: you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour.

## How to apply

To apply to the scheme please contact the police and crime commissioner's staff officer Sergeant Jeff Coe by email [councilloradvocateopcc@devonandcornwall.pnn.police.uk](mailto:councilloradvocateopcc@devonandcornwall.pnn.police.uk).