



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.

11th June 2019

To Members of the Finance, Resources & General Purposes Committee

Cllrs Gribble (Ex Officio), Allen, Bradshaw, Brooke, Elphick, Fletcher & Mills.

Cc All other Members of the Council for information.

Dear Councillor,

You are hereby summoned to attend a meeting of the **Finance, Resources and General Purposes (FR&GP) Committee** which will be held in the Council Chamber, Town Hall, Bovey Tracey on **Monday 17th June 2019 at 7pm** for the purpose of transacting the business as set out below.

AGENDA

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

FR&GP.19/37 Election of Chairman of the Finance, Resources & General Purposes Committee for 2019/20:

FR&GP.19/38 Election of Vice-Chairman of the Finance, Resources & General Purposes Committee for 2019/20:

FR&GP.19/39 Apologies for absence:

****Public Participation:**

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

FR&GP.19/40 Minutes:

To agree as a correct record and approve the minutes of the meeting of 15th April 2019 (*copy enclosed).

FR&GP.19/41 Accounts & Financial Statement:

To **receive and approve:**

i) payment and receipt transactions between 1st April 2019 and 31st May 2019 (*copy enclosed).

ii) bank reconciliation between 1st April 2019 and 31st May 2019 (*copy enclosed).

iii) **note** the bank balances as below:

General Account: £ 31,872.68 (Statement dated 24.5.19)

Business Bank Instant A/C: £150,382.69 (Statement dated 31.5.19)

Business Bank Instant A/C: £390,498.54 (Statement dated 31.5.19)

Business Bank Instant A/C: £ 22,537.69 (Statement dated 31.5.19)



FR&GP.19/42 Internal Audit Report – year End 31st March 2019:

To consider the recommendations and subsequent actions required from the audit report (**copy enclosed*).

FR&GP.19/43 Direct Debits and Standing Orders:

To receive and approve the list of Direct Debit payments (**copy enclosed*).

FR&GP.19/44 Information Commissioner’s Office (ICO) – Registration of Councillors:

To receive and note a factsheet from the ICO (**copy enclosed*) and supporting NALC Legal Briefing (**copy enclosed*) exempting Councillors from paying a data protection fee.

FR&GP.19/45 File Sharing & Storage:

To consider the suitability of a trial system.

FR&GP.19/46 New Funding Initiatives:

To receive information on three new funding initiatives released by Devon County Council (DCC) (**copy enclosed*) and **consider** any further action as appropriate.

FR&GP.19/47 Planning Committee Budget Request:

To receive a request from the Planning Committee for approval of unbudgeted expenditure as follows:

- i) Automated 7 day Traffic Count (8 locations) - £1,200.00
- ii) Car Parking Audit - £ 765.00

FR&GP.19/48 Matters brought forward by Councillors: (*for information only*).

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

SIGNED



DATE.....

11/06/19.....

M WELLS
TOWN CLERK

FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 15TH APRIL 2019 AT 7pm

Present:

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

Cllr A Allen	Cllr Ms C O Richardson
Cllr M J Evans	Cllr C W Robillard
Cllr S P Leigh	Cllr M Tregoning

In attendance:

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

**County Cllr
*District Cllr

The meeting was chaired by Cllr Leigh

Interests to be Declared: Cllr Gribble declared an interest in FR&GP.19/33 - Rural Aid Fund as a member of the Rural Aid Committee.

FR&GP.19/28 Apologies for absence: None

**Public Participation:

Mr T Wilson referred to item FR&GP.19/33 - Rural Aid Fund 2019. He advised that the Bovey Tracey NDP process has reached the stage where professional support is required to complete the plan. He requested that consideration be given to applying for funding towards the professional fees.

FR&GP.19/29 Minutes:

The minutes of the meeting of 4th March 2019 (**copy previously circulated*) were confirmed as correct and were approved.

FR&GP.19/30 Accounts & Financial Statement:

Members received and approved:

i) payment and receipt transactions between 19th February 2019 and 31st March 2019 (**copy previously circulated*).

ii) bank reconciliation between 19th February 2019 and 31st March 2019 (**copy previously circulated*).

iii) noted the bank balances as below:

General Account:	£ 11,205.17	(Statement dated 28.3.19)
Business Bank Instant A/C:	£155,640.40	(Statement dated 28.3.19)
Business Bank Instant A/C:	£390,467.47	(Statement dated 28.3.19)
Business Bank Instant A/C:	£ 18,481.99	(Statement dated 28.3.19)

FR&GP.19/31 Capital Budget:

Consideration was given to the following retrospective virement from the Town Council's operational Business Account to the account earmarked for capital costs in relation to the Community Centre development:

£40,000.00 (2018/19 Public Sector Work Loan advance contribution)

Resolved:

To approve the retrospective virement as set out above.

FR&GP.19/32 Financial Regulations:

Members considered an annual review of the Financial Regulations (*copy previously circulated).

Resolved:

To recommend to Full Council adoption of the revised Financial Regulations.

FR&GP.19/33 Rural Aid Fund - 2019:

Members considered an appropriate scheme relevant for an application for Rural Aid. It was noted that applications must be submitted by 4pm on 31st May 2019. (*Copy of Terms of Reference previously circulated). Following discussion it was

Resolved:

To make an application to the Rural Aid Committee for £5,000.00 towards the Bovey Tracey NDP process. If the application does not meet the necessary criteria, it was further agreed to apply for the same amount towards the provision of public toilets at the Community Centre development.

FR&GP.19/34 Community Centre Development:

Members noted a draft budget update (*copy previously circulated). The Town Clerk provided further information at the meeting.

FR&GP.19/35 Cemetery Store - Coombe Lane:

Members considered the following quotations to replace the roof:

Quotation A:	£841.50+VAT
Quotation B:	£740.00+VAT
Quotation C:	£725.00+VAT

Resolved:

To accept Quotation C in the sum of £725.00+VAT.

FR&GP.19/36 Matters brought forward by Councillors: (for information only).

Cllr Allen referred to a recent article in the local press which highlighted a local lady collecting rubbish along Le Molay-Littry Way. He noted that this was a "good news story".

The meeting closed at 7.25pm.

Current Account

Payments made between 01/04/2019 and 31/05/2019

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/04/2019	Premium Credit	DD	299.83			4190	200	299.83	Insurance
01/04/2019	Pulse8Communications	DD	22.00		3.67	4190	200	18.33	Broadband
02/04/2019	Hampshire Trust Bank	INVESTMENT	80,000.00			4930	200	80,000.00	12 Month Investment Bond
08/04/2019	Mrs B Fletcher	675	48.00			4190	200	48.00	Cleaning
08/04/2019	Devon Contract Waste	676	33.22		5.54	4540	500	27.68	Waste collection
08/04/2019	Kivells Ltd	677	720.00		120.00	4540	500	600.00	Land valuation
08/04/2019	Teignbridge District Council	678	7,385.83			4000	150	7,385.83	Payroll
08/04/2019	Outersight (UK) Ltd	679	720.00		120.00	4470	350	600.00	Stage hire
08/04/2019	S W Councils	680	510.00		85.00	4190	200	425.00	Annual sub
08/04/2019	Devon Assoc of Local Councils	681	986.32		108.10	4190	200	878.22	Annual sub & service charge
08/04/2019	Tindle Newspapers Ltd	682	36.00		6.00	4190	200	30.00	Display advert.
10/04/2019	UK Fuels Ltd	DD	65.92		10.99	4540	500	54.93	Fuel
15/04/2019	Mr R Rance	683	3.99			4190	200	3.99	Re-imburement key cutting
15/04/2019	Horizon Consulting Engineers	684	360.00		60.00	4920	350	300.00	Consultancy service
15/04/2019	PHS Group	685	250.36		41.73	4540	500	208.63	Waste collection
15/04/2019	Glasdon UK Ltd	686	188.29		31.38	4540	500	156.91	Bin
15/04/2019	S W Water Business	687	18.83			4500	400	18.83	Supply - Cemetery
15/04/2019	Teignbridge District Council	688	70.20		11.70	4190	200	58.50	Payroll services
15/04/2019	EDF Energy	DD	19.58		0.93	4190	200	18.65	Supply CCTV cameras
23/04/2019	Teignbridge District Council	689	3,200.00			4250	250	3,200.00	Hire public toilets
23/04/2019	Teignbridge District Council	690	2,401.23			4190	200	1,093.83	Half year rates
						4540	500	225.72	Half year rates
						4500	400	1,081.68	Half year rates
23/04/2019	Devon Contract Waste Ltd	691	36.67		6.11	4540	500	30.56	Waste collection
23/04/2019	Specialist Hygiene Services Lt	692	283.64		47.27	4360	300	236.37	Cleaning public toilets
23/04/2019	Mole Valley Farmers Ltd	693	30.04		5.01	4540	500	25.03	Goods
23/04/2019	S W Water Ltd	694	17.15			4300	300	17.15	Supply to allotments
23/04/2019	EE Phone	DD	35.58		5.93	4190	200	29.65	Plan charge
30/04/2019	British Gas	DD	25.87		1.23	4360	300	24.64	Supply - public toilets
30/04/2019	Elite Group	DD	67.63		11.27	4190	200	56.36	Telecom
01/05/2019	Mrs B Fletcher	695	48.00			4190	200	48.00	Cleaning
01/05/2019	Pulse8Communications	DD	22.00		3.67	4190	200	18.33	Broadband
01/05/2019	Premium Credit	DD	299.83			4190	200	299.83	Insurance
08/05/2019	K R & H E Harvey	696	819.00		136.50	4540	500	612.50	Hedgecutting
						4500	400	35.00	Hedgecutting
						4300	300	35.00	Hedgecutting

Subtotal Carried Forward:

99,025.01

0.00

822.03

98,202.98

Current Account

Payments made between 01/04/2019 and 31/05/2019

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
08/05/2019	N Brock	697	855.00			4500	400	855.00	Gravedigging
08/05/2019	PVM Supplies	698	222.48		37.08	4540	500	185.40	Goods
08/05/2019	B T Youth Action	699	625.00			4600	600	625.00	April payt
08/05/2019	Viking	700	95.90		12.32	4190	200	83.58	Goods
08/05/2019	Devon Countryside Landscapes	701	1,928.04		321.34	4540	500	1,226.70	Grass cutting
						4500	400	320.00	Grass cutting
						4300	300	60.00	Grass cutting
08/05/2019	1st Office Equipment	702	429.23		71.54	4190	200	357.69	Copier charge
08/05/2019	Information Commissioner	703	40.00			4190	200	40.00	Date protection
08/05/2019	S W Water Business	704	111.28			4360	300	111.28	Supply to public toilets
08/05/2019	Civil Solutions Ltd	705	8.40		1.40	4540	500	7.00	Goods
08/05/2019	Teignbridge District Council	706	2,353.31			4000	150	2,353.31	Additional payroll
08/05/2019	Mr E Willis	707	50.00			4710	700	50.00	Works
08/05/2019	Dartmoor Whisky Distillery	708	1,300.00			4190	200	1,300.00	Quarterly rent
08/05/2019	Devon Contract Waste	709	52.56		8.76	4540	500	43.80	Waste collection
08/05/2019	Lisa Robillard Webb	710	56.25			4910	350	56.25	Admin NDP
08/05/2019	UK Fuels	DD	135.28		22.55	4540	500	112.73	Fuel
15/05/2019	EDF Energy	DD	19.19		0.91	4190	200	18.28	Supply to CCTV cameras
16/05/2019	Photography by Bim	711	155.00			4190	200	155.00	Council photograph
16/05/2019	AC archaeology Ltd	712	4,770.00		795.00	4250	250	3,975.00	Excavation - Old Thatched Inn
16/05/2019	Mole Valley Farmers	713	36.37		6.06	4540	500	30.31	Goods
16/05/2019	Teignbridge District Council	714	5,300.00			4000	150	5,300.00	Payroll
16/05/2019	Teignbridge District Council	715	234.00			4540	500	234.00	Planning fee
16/05/2019	Viking	716	38.65		6.44	4190	200	32.21	Goods
16/05/2019	Rialtas Business Solutions	717	330.00		55.00	4190	200	275.00	Year end check
16/05/2019	S W Grounds Maintenance	718	960.00		160.00	4540	500	800.00	Verge cutting
16/05/2019	Devon Communities Together	719	50.00			4190	200	50.00	Annual sub.
16/05/2019	PHS Group	720	246.48		41.08	4540	500	205.40	Waste collection
16/05/2019	Tozers LLP	721	1,171.20		195.20	4250	250	976.00	Lease Station Rd Car Park
16/05/2019	Alan Lewis	722	10.00			4190	200	10.00	Computer support
16/05/2019	Pam Buxton	723	15.00			4470	350	15.00	GM Fest pitch refund
16/05/2019	Kate Hyland	724	15.00			4470	350	15.00	GM Fest pitch refund
16/05/2019	Mrs R H Gallop	725	15.00			4470	350	15.00	GM Fest pitch refund
16/05/2019	Mrs D Hallett	726	15.00			4470	350	15.00	GM Fest pitch refund
16/05/2019	Janet Stone	727	15.00			4470	350	15.00	GM Fest pitch refund
Subtotal Carried Forward:			120,683.63	0.00	2,556.71			118,126.92	

Current Account

Payments made between 01/04/2019 and 31/05/2019

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
16/05/2019	Mrs N J Mierau	728	15.00			4470	350	15.00	GM Fest pitch refund
16/05/2019	Hellen Church	729	15.00			4470	350	15.00	GM Fest pitch refund
16/05/2019	Marie Barton-Pye	730	15.00			4470	350	15.00	GM Fest pitch refund
16/05/2019	Mr T El-Sayed	731	25.00			4470	350	25.00	GM Fest pitch refund
16/05/2019	Fiona McKnight	732	15.00			4470	350	15.00	GM Fest pitch refund
16/05/2019	Angela Weare-Gifford	733	25.00			4470	350	25.00	GM Fest pitch refund
16/05/2019	Mrs Anna Thain	734	15.00			4470	350	15.00	GM Fest pitch refund
16/05/2019	Philippa Waldron	735	15.00			4470	350	15.00	GM Fest pitch refund
16/05/2019	Bovey Community Garden	736	15.00			4470	350	15.00	GM Fest pitch refund
16/05/2019	Alison Evans	737	15.00			4470	350	15.00	GM Fest pitch refund
16/05/2019	Leyford Studio 4	738	15.00			4470	350	15.00	GM Fest pitch refund
21/05/2019	EE Phone	DD	35.58		5.93	4190	200	29.65	Plan charge
24/05/2019	Newton Abbot Security Trust	739	500.00			4190	200	500.00	CCTV monitoring
24/05/2019	Devon Countryside Landscapes	740	1,200.00		200.00	4540	500	780.00	Grass cutting
						4500	400	160.00	Grass cutting
						4300	300	60.00	Grass cutting
24/05/2019	Mole Valley Farmers	741	6.85		1.14	4540	500	5.71	Goods
24/05/2019	Firewatch SW Ltd	742	249.04		41.50	4190	200	207.54	Inspection
24/05/2019	Devon Contract Waste	743	35.04		5.84	4540	500	29.20	Waste collection
24/05/2019	Lisa Robillard Webb	744	63.75			4910	350	63.75	Admin support NDF
24/05/2019	S W Water Ltd	745	11.50			4710	700	11.50	Supply H'field Youth Facility
24/05/2019	Property Maintenance Services	746	870.00		145.00	4500	400	725.00	Repairs
24/05/2019	Fenlands Leisure Products Ltd	747	77.40		12.90	4540	500	64.50	Goods
24/05/2019	Mr R Rance	748	15.00			4470	350	15.00	GM Fest pitch refund
24/05/2019	Mrs S Potbury	749	15.00			4470	350	15.00	GM Fest pitch refund
24/05/2019	Rebecca Dowell	750	15.00			4470	350	15.00	GM Fest pitch refund
24/05/2019	Jacinta McEwan	751	15.00			4470	350	15.00	GM Fest pitch refund
24/05/2019	Craig Apps	752	25.00			4470	350	25.00	GM Fest pitch refund
24/05/2019	Home Farm Parke Ltd	753	40.00			4470	350	40.00	GM Fest pitch refund
Subtotal Carried Forward:			124,042.79	0.00	2,969.02			121,073.77	

Current Account

Payments made between 01/04/2019 and 31/05/2019

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>
14/05/2019	Amanda Waldron	754	15.00			4470	350	15.00	GM Fest pitch refund
14/05/2019	Kate Baker	755	15.00			4470	350	15.00	G M Fest pitch refund
14/05/2019	Alison Middleton	756	15.00			4470	350	15.00	G M Fest pitch refund
14/05/2019	Sharon Cutler	757	15.00			4470	350	15.00	G M Fest pitch refund
14/05/2019	Kumbirai Gundidza	758	25.00			4470	350	25.00	G M Fest pitch refund
Total Payments:			124,127.79	0.00	2,969.02			121,158.77	

Current Account

Receipts received between 01/04/2019 and 31/05/2019

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 03/04/2019	80,000.00						
1yr Bond	Lloyds Deposit - 00711234	80,000.00			210		80,000.00	1yr Bond Invest.
	Banked: 08/04/2019	15,000.00						
Virement	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Virement
	BACS Banked: 12/04/2019	1,299.00						
BACS	Parker's Funeral Directors	1,299.00			1400	400	1,299.00	Burial
	391 Banked: 16/04/2019	2,587.48						
34	Royal Gurkha Spice	30.00		5.00	1120	100	25.00	Hanging basket
35	Mrs R Gallop	15.00			1500	100	15.00	GM Fest pitch
36	Western Power Distribution	45.62			1900	100	45.62	Wayleave payt
37	Western Power Distribution	104.86			1900	100	104.86	Wayleave payt.
564	Parker's Funeral Directors	2,392.00			1400	400	2,392.00	Burial
	BACS Banked: 17/04/2019	40.00						
BACS	Home Farm	40.00			1500	100	40.00	GM Pitch
	BACS Banked: 24/04/2019	15.00						
BACS	R Davies	15.00			1500	100	15.00	GM Fest Pitch
	BACS Banked: 25/04/2019	25.00						
BACS	K Gundidza	25.00			1500	100	25.00	GM Fest pitch
	BACS Banked: 25/04/2019	15.00						
BACS	K Hyland	15.00			1500	100	15.00	GM Fest pitch
	Banked: 08/05/2019	15,000.00						
Virement	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Virement
	Banked: 16/05/2019	15,000.00						
Virement	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Virement
	392 Banked: 21/05/2019	858.00						
0565	Mrs V Clayton	102.00			1400	400	102.00	Memorial tablet
0566	Mr & Mrs P Mcleland	632.00			1400	400	632.00	Purchase of plot
38	Mrs E Reed	62.00			1400	400	62.00	Add inscription pt. payt
0567	Williams & Triggs	62.00			1400	400	62.00	Add inscription pt payt
	393 Banked: 30/05/2019	1,367.00						
0568	Parker's Funeral Directors	1,196.00			1400	400	1,196.00	Purchase grave & burial
0569	Parker's Funeral Directors	171.00			1400	400	171.00	Interment of ashes
	Total Receipts:	131,206.48	0.00	5.00			131,201.48	

Date: 11/06/2019

Bovey Tracey Town Council

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Cashbook 2

User: MARK

Lloyds Deposit - 00711234

Payments made between 01/04/2019 and 31/05/2019

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>
13/04/2019	Current Account	1yr Bond	80,000.00			200		80,000.00	1yr Bond Invest.
18/04/2019	Current Account	Virement	15,000.00			200		15,000.00	Virement
16/04/2019	Lloyds Deposit (Cil) -66934760	TF	4,054.13			230		4,054.13	TF to CIL a/c
18/05/2019	Current Account	Virement	15,000.00			200		15,000.00	Virement
16/05/2019	Current Account	Virement	15,000.00			200		15,000.00	Virement
Total Payments:			129,054.13	0.00	0.00			129,054.13	

Lloyds Deposit - 00711234

Receipts received between 01/04/2019 and 31/05/2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
BACS	Banked: 01/04/2019	428.74						
BACS	Teignbridge DC	428.74			1100	100	428.74	Rural Aid grant
Interest	Banked: 09/04/2019	5.87						
Interest	Lloyds Bank	5.87			1090	100	5.87	Interest
BACS	Banked: 11/04/2019	2,877.86						
BACS	HMRC	2,877.86			105		2,877.86	VAT ref'd
BACS	Banked: 26/04/2019	4,054.13						
BACS	Teignbridge DC	4,054.13			1078	100	4,054.13	CIL receipt
BACS	Banked: 26/04/2019	116,425.00						
BACS	Teignbridge DC	116,425.00			1076	100	116,425.00	Half yr Precept
Interest	Banked: 09/05/2019	4.82						
Interest	Lloyds Bank	4.82			1090	100	4.82	Interest
Total Receipts:		123,796.42	0.00	0.00			123,796.42	

Lloyds Deposit - 07214996

Receipts received between 01/04/2019 and 31/05/2019

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>
Interest	Banked: 09/04/2019	15.02						
Interest	Lloyds Bank	15.02			1090	100	15.02	Interest
Interest	Banked: 09/05/2019	16.05						
Interest	Lloyds Bank	16.05			1090	100	16.05	Interest
Total Receipts:		31.07	0.00	0.00			31.07	

Lloyds Deposit (Cil) -66934760

Receipts received between 01/04/2019 and 31/05/2019

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>
Interest	Banked: 09/04/2019	0.73						
Interest	Lloyds Bank	0.73			1090	100	0.73	Interest
	Banked: 26/04/2019	4,054.13						
TF	Lloyds Deposit - 00711234	4,054.13			210		4,054.13	TF to CIL a/c
Interest	Banked: 09/05/2019	0.84						
Interest	Lloyds Bank	0.84			1090	100	0.84	Interest
Total Receipts:		4,055.70	0.00	0.00			4,055.70	

Bovey Tracey Town Council

Bank - Cash and Investment Reconciliation as at 31 May 2019

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	24/05/2019 Current Account	31,872.68
2	31/05/2019 Bus Bank Instant	150,382.69
3	31/05/2019 Lloyds Deposit 07214996	390,498.54
4	31/05/2019 Lloyds CIL account	22,537.69
		595,291.60
<u>Unpresented Payments</u>		
1	26/11/2018 571	17.96
1	08/01/2019 598	30.00
1	06/03/2019 646	20.00
1	08/04/2019 682	36.00
1	08/05/2019 696	819.00
1	08/05/2019 697	855.00
1	08/05/2019 699	625.00
1	08/05/2019 702	429.23
1	08/05/2019 708	1,300.00
1	16/05/2019 711	155.00
1	16/05/2019 712	4,770.00
1	16/05/2019 714	5,300.00
1	16/05/2019 715	234.00
1	16/05/2019 716	38.65
1	16/05/2019 717	330.00
1	16/05/2019 719	50.00
1	16/05/2019 720	246.48
1	16/05/2019 722	10.00
1	16/05/2019 723	15.00
1	16/05/2019 724	15.00
1	16/05/2019 725	15.00
1	16/05/2019 726	15.00
1	16/05/2019 727	15.00
1	16/05/2019 728	15.00
1	16/05/2019 729	15.00
1	16/05/2019 730	15.00
1	16/05/2019 731	25.00
1	16/05/2019 732	15.00
1	16/05/2019 733	25.00
1	16/05/2019 734	15.00
1	16/05/2019 735	15.00
1	16/05/2019 736	15.00
1	16/05/2019 737	15.00
1	16/05/2019 738	15.00
1	24/05/2019 739	500.00
1	24/05/2019 740	1,200.00
1	24/05/2019 741	6.85
1	24/05/2019 742	249.04

Bovey Tracey Town Council

Bank - Cash and Investment Reconciliation as at 31 May 2019

	<u>Account Description</u>	<u>Balance</u>
1	24/05/2019 743	35.04
1	24/05/2019 744	63.75
1	24/05/2019 745	11.50
1	24/05/2019 746	870.00
1	24/05/2019 747	77.40
1	24/05/2019 748	15.00
1	24/05/2019 749	15.00
1	24/05/2019 750	15.00
1	24/05/2019 751	15.00
1	24/05/2019 752	25.00
1	24/05/2019 753	40.00
1	24/05/2019 754	15.00
1	24/05/2019 755	15.00
1	24/05/2019 756	15.00
1	24/05/2019 757	15.00
1	24/05/2019 758	25.00
		18,749.90
		<hr/>
		576,541.70
 <u>Receipts not on Bank Statement</u>		
1	30/05/2019 393	1,367.00
		1,367.00
		<hr/>
		577,908.70
 <u>Closing Balance</u>		
<u>All Cash & Bank Accounts</u>		
1	Current Account	8,991.66
2	Lloyds Deposit - 00711234	150,382.69
3	Lloyds Deposit - 07214996	390,498.54
4	Lloyds Deposit (CiL) 66934760	22,537.69
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	<hr/> 572,410.58 <hr/>

Bovey Tracey Town Council - Internal Audit Report 2018-19



Audit Observations	Priority	Observation	Recommendation	Status	Comments
9 May 2019	H	The Council reviewed Risk at a meeting of the Finance and Resources Committee on 11th September. The External Auditors have stated that the review of Risk should be undertaken at a meeting of Full Council.	The Council to ensure that, in future, the review of Risk is carried out at Full Council.	Pending	The Town Council will in future review risk at a meeting of Full Council.
	H	The Council is not currently registered as an employer with HMRC and the payroll is operating under the District Councils PAYE employer code. It is understood that the Council will shortly register with HMRC and operate its PAYE in compliance with HMRC requirements.	The Council to ensure, as a priority, that it completes the PAYE registration with HMRC and operates its PAYE in accordance with HMRC requirements	Pending	The Town Clerk made contact with Teignbridge DC for a progress update. The Chief Finance Officer (Martin Plicroft) confirmed that the new system is currently undergoing some internal testing before hopefully going-live in October 2019 (03.06.19)
	M	The Year End combined bank reconciliation was provided and reviewed. This has not yet been presented to Members for review and approval.	Year End bank reconciliation, and supporting bank statements, to be signed by the Chair prior to the approval of the Accounting Statements	Pending	The Year End Bank Reconciliation was provided to Full Council to review on 13th May 2019.
	M	During the 2018-19 financial year the Council maintained both a manual cashbook and the new Alpha computerised accounting system. The implementation of the Alpha systems is now complete.	The Council should cease to use the manual cashbook.	Pending	The Town Council ceased to use a manual cashbook as of 1st April 2019.

L. Rose

Kevin Rose ACMA
Director
IAC Audit & Consultancy Ltd

2019/2020

Direct Debits

To:	For:	Amount (£)	Payment Type	Period
Pulse8 communications	Broadband	22.00	D/D	Monthly
Premium Credit	Insurance	299.83	D/D	Monthly
UK Fuels Ltd	Fuel	Variable	D/D	Monthly
EE Phone	Plan charge	35.58	D/D	Monthly
Elitegroup	Telecom	Variable	D/D	Monthly
EDF Energy	Electricity supply – CCTV	Variable	D/D	Monthly
British Gas	Electricity supply – Office, Cemetery, Public toilets, Heathfield Youth Facility	Variable	D/D	Quarterly

Standing Orders

Nil

Paying the data protection fee

Important information for town, parish or community councils

The Information Commissioner's Office (ICO) is responsible for the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018). Its work providing advice and support for organisations and the public is funded by the data protection fee.

As a town, parish or community council, the law says if you are processing personal data you must pay a data protection fee to the ICO, unless you are exempt. The easiest way to establish whether you need to pay or if you are exempt is by working through our online self-assessment tool: ico.org.uk/for-organisations/data-protection-fee/self-assessment/.

Failure to pay the fee could result in a fine of up £4,000.

How much do I have to pay?

The cost of your data protection fee depends on the size of your organisation and its turnover. For most local councils it will be £40 or £60, which will be reduced by £5 a year if you pay by direct debit. Check how much you have to pay: ico.org.uk/for-organisations/data-protection-fee.

How do I pay the fee?

The quickest way to do this is online at ico.org.uk/for-organisations/data-protection-fee – it takes about 15 minutes. However if you need any help with this you can call the ICO on 0303 123 1113.

What if I have already paid?

If you have already paid your data protection fee or registered with the ICO you do not need to do anything until your registration expires. You can check this here: ico.org.uk/about-the-ico/what-we-do/register-of-fee-payers. The ICO will send you a reminder six weeks before your registration expires, so it is important to make sure that your contact details are up to date.

Do individual councillors also need to pay the data protection fee?

On 1 April 2019, individual elected representatives and prospective representatives were exempted from paying the data protection fee.

'Elected representatives' is defined by the DPA 2018 and includes, but is not limited to, MPs, MSPs, AMs in Wales, MEPs, elected councillors in county councils, district councils, London boroughs, parish councils, elected mayors and police and crime commissioners.

However, if they process personal data for purposes outside their role as an elected, or prospective representative then the data protection fee may apply. For example, if they have their own business that processes personal data, or if they use CCTV for business or crime prevention purposes in connection with that business, they may still have to pay the fee.

But even if all individual representatives of a council are exempt from paying the fee, it is still likely that the council itself will need to pay.

How do I find out more?

We will be publishing further GDPR compliance tools and resources for the local council sector over the coming months.

For more information visit our data protection fee pages at ico.org.uk/for-organisations/data-protection-fee/ or call our helpline 0303 123 1113.

APRIL 2019

L02 -19 | DATA PROTECTION FEES

Introduction

Parish meetings, parish councils and, in Wales, community councils are data controllers under the Data Protection Act 2018, which gives effect to the General Data Protection Regulation. Councillors who process personal data for purposes other than council business are also likely to be data controllers.

The Data Protection (Charges and Information) Regulations 2018 (“the 2018 Regulations”) require data controllers to pay a data protection fee (“the Fee”) to the Information Commissioner’s Office (“ICO”) unless they are exempt from payment. Parish councils in England and community councils in Wales and parish meetings are public authorities and data controllers under the 2018 Regulations.

The purpose of this briefing is to explain the new fee structure. This briefing replaces L05-18.

Not all data controllers are required to pay the Fee. However none of the exemptions (such as processing personal data for not-for-profit purposes or processing personal data without the use of a computer) are applicable to parish and community councils or parish meetings.

Exemptions - processing of personal data by individual councillors

The Data Protection (Charges and Information) (Amendment) Regulations 2019 (which came into force on 1 April 2019) amend the Schedule to the 2018 Regulations to exempt from payment of the Fee (i) elected representatives or persons acting on the instructions, or on behalf, of such a representative, for the purposes of exercising the elected representative’s functions as such and (ii) prospective representatives or a person acting on the instructions, or on behalf, of a prospective representative, in connection with any activity which can be reasonably regarded as intended to promote or procure the election (or re-election) of the prospective representative. Councillors who processed personal data independently of their council (for example, for purposes such as constituency casework or election canvassing) were previously not exempted from payment of the Fee.

“Elected representative” means an elected member of a parish council or, in Wales, a community council. NALC’s view, as accepted by the ICO, is that “elected representative” includes all councillors including co-opted councillors.

“Prospective representative” means a person seeking to become (or remain) an elected representative.

If an individual councillor still processes personal data for purposes outside of their role as an elected, or prospective representative then the data protection fee may still apply. The ICO gives the example of a councillor business owner who processes personal data or uses CCTV for business or crime prevention purposes in connection with that business.

The ICO has produced [guidance on the data protection fee](#).

More information about paying the fee is contained in the ICO’s [data protection fee guidance](#).

Three-tier fee structure

- data controllers with up to 10 members of staff will pay a fee of £40 (tier 1);
- data controllers with more than 10 members of staff but less than or 250 will pay £60 (tier 2);
- data controllers with more than 250 members of staff will pay £2900 (tier 3).

Members of staff include employees, other workers and office holders. Each part-time staff member is counted as one member of staff.

The ICO’s registration self-assessment for data protection fee purposes can be found here: <https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/>

Non-payment or incorrect payment of the data protection fee could result in a fine of £4350.

Payments process

Data controllers that have a registration (or notification) under the Data Protection Act 1998 will not need to pay the new fee until their current registration has expired. Before expiry of the current registration, the ICO will write to explain what to do next.

If a data controller’s registration has expired, the ICO will assume that there is a liability for a tier 3 fee (see above). Data controllers whose registration has

expired should provide the ICO with certain information such as the fee tier they think they fall into, so the ICO can confirm the data protection fee payable.

Data controllers that have not previously paid a fee to the ICO should go to the first link above or telephone the ICO on 0303 123 1113 for information. Fees can be paid by direct debit, credit card, debit card or cheque. Payment by direct debit attracts a £5 discount.

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Communities, Public Health, Transportation and Environment

Three new funding initiatives have been launched lately to replace the old Town & Parish funds:

The new ***DCC Doing What Matters Community Grants Fund*** is now live on the DCC website at:

<https://www.devon.gov.uk/economy/business-support/doing-what-matters-communities-grants-fund/>

This scheme will feature an intervention rate of 75% (25% match required) – offering one-off grants of between £5k to £20k to successful community project applicants.

This grant is open to legally constituted and registered as not-for-profit organisations. This includes voluntary, community and social enterprises (vcse), town and parish councils, charities and businesses. Applications can also be made by a combination of these groups working together.

Crowdfund Devon (extra funding for Devon) – details are on the Crowdfunder website :

<https://welcome.crowdfunder.co.uk/crowdfund-devon/>

Set up to support community groups, start-up businesses, charities and individuals across the County to raise money from the crowd and unlock extra funding from our partners.

“If you have a project that makes an impact to your community, supports well-being, works towards a better environment, rewards innovation or supercharges business ideas, then we want to hear from you”

The third grant funding scheme is ***Making the Connection*** grant fund at:

<https://www.devon.gov.uk/communities/making-the-connection-grant>

Deploying one-off grants of up to £300 with no match funding. The funds purpose is to provide small amounts of grant funding to community-led schemes, benefitting one or more community groups which bring people together to identify and/or achieve relatively quickly the small but important things that matter to them. Encouraging and enabling communities to be stronger; in terms of their independence, ability to respond to issues and resourcefulness and capability, as well as being more connected, kinder and safer.