



# 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.

7th January 2020

## 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 13<sup>th</sup> January 2020 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.20/01 Apologies for absence:

#### **\*\*Public Participation:**

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

#### FR&GP.20/02 Minutes:

**To agree** as a correct record and approve the minutes of the meeting of 28<sup>th</sup> October 2019 (\*copy enclosed).

#### FR&GP.20/03 Standing Item – Climate Emergency:

**To note** the Council Declaration and to embed the climate emergency declaration across all Council services, activities, plans and other relevant work, considering the environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

#### FR&GP.20/04 Accounts & Financial Statement:

##### To receive and approve:

i) payment and receipt transactions between 19<sup>th</sup> October 2019 and 31<sup>st</sup> December 2019 (\*copy enclosed)

ii) bank reconciliation between 19<sup>th</sup> October 2019 and 6<sup>th</sup> January 2020 (\*copy enclosed).

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

General Account: £ 8,872.21 (as at 06.01.20)

Business Bank Instant A/C: £ 151,012.59 (as at 06.01.20)

Business Bank Instant A/C: £ 252,750.17 (as at 06.01.20)

**FR&GP.20/05 Budget Monitoring – Position Statement:**

**To note** the Town Council's Quarter 3 budget monitoring statement as at 31<sup>st</sup> December 2019 (*\*copy enclosed*).

**FR&GP.20/06 Budget & Precept 2020/21:**

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

- i) The draft budget for 2020/21 (*\*copy enclosed*).
- ii) Setting the precept figure at £242,150.00

**FR&GP.20/07 Internal Audit 2019/20 – Interim Report:**

**To receive and note** the interim audit observations 2019/20 (*\*copy enclosed*).

**FR&GP.20/08 Erosion – Mill Marsh Park:**

**To receive and consider** a deferred item (RP&P.19/70) – request for funding of £3585.00 (*\*copy enclosed*).

**FR&GP.20/09 Website Accessibility Regulations:**

**To receive** a report on the accessibility of the Council website (*\*copy enclosed*) and **consider** any further action as appropriate.

**FR&GP.20/10 HMRC – Register as an Employer:**

**To consider** a recommendation from the Personnel Committee for the Town Council to obtain a separate PAYE/Accounts Office reference. The Town Clerk will provide an update at the meeting.

**FR&GP.20/11 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... 07/01/2020.....

M WELLS  
TOWN CLERK

**FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER ON MONDAY 28<sup>TH</sup> OCTOBER 2019 AT 7.10PM**

**Present:**

Cllr A Allen	Cllr D K Elphick
Cllr R Bradshaw	Cllr D Fletcher
Cllr S Brooke	Cllr G J Gribble**/*

**In attendance:**

Cllr A J Kerswell\*  
Mr M Wells – Town Clerk  
Mrs L Warren – Assistant to the Town Clerk  
Two members of the public  
One member of the press  
\*\*County Cllr  
\*District Cllr

The meeting was chaired by Cllr Fletcher

**Interests Declared:** None

**FR&GP.19/63 Apologies for absence:**

Cllr O Mills - Unwell

**\*\*Public Participation:** None

**FR&GP.19/64 Minutes:**

The minutes of the meeting of 2<sup>nd</sup> September 2019 (*\*copy previously circulated*) were confirmed as a correct record and were approved.

**FR&GP.19/65 Standing Item – Climate Emergency:**

Members noted the Council Declaration to embed the climate emergency declaration across all Council services, activities, plans and other relevant work, considering the impact (emissions and biodiversity etc) of decisions, ensuring a fully integrated and systematic approach to the Council's own response to this challenge.

**FR&GP.19/66 Accounts & Financial Statement:**

Members received and approved:

i) payment and receipt transactions between 24<sup>th</sup> August 2019 and 18<sup>th</sup> October 2019 (*\*copy previously circulated*).

ii) bank reconciliation between 24<sup>th</sup> August 2019 and 18<sup>th</sup> October 2019 (*\*copy previously circulated*).

iii) and noted the bank balances as below:

General Account:	£ 18,654.27	(as at 18.10.19)
Business Bank Instant A/C:	£186,182.88	(as at 18.10.19)
Business Bank Instant A/C:	£ 390,580.38	(as at 18.10.19)
Business Bank Instant A/C:	£ 22,542.43	(as at 18.10.19)

The Town Clerk responded to enquiries raised by Councillors. It was noted that Cllrs Brooke and Bradshaw would like further detailed understanding regarding the Council's budget.

**FR&GP.19/67 Budget Monitoring – Position Statement:**

Members noted the Town Council's half yearly budget monitoring statement as at 18<sup>th</sup> October 2019 (*\*copy previously circulated*). Councillors requested a quarterly budget monitoring statement in the future.

**FR&GP.19/68 Budget Planning 2020/21 – Preliminary Discussion:**

Members considered any additional areas of expenditure for consideration as part of the budget preparation process for 2020/21. A discussion took place regarding various items of expenditure and funding sources. It was agreed that for the time being the setting of the budget will continue under the current process, summarised as follows:

Oct 19 - Finance Committee preliminary discussion  
Nov 19 – Community newsletter seeking input to budget  
Dec 19 – Draft option(s) prepared by Town Clerk, Chair & Vice-Chair of Finance  
Jan 20 – Finance Committee to consider budget/precept setting  
Jan/Feb 20 – Full Council to consider budget/precept setting  
Feb 20 – Precept request issued to Teignbridge District Council

**FR&GP.19/69 Council Assets – Utility Providers:**

Item brought forward by Cllr Mills to consider information relating to Green Energy providers (*\*copy previously circulated*). The Town Clerk provided an update and noted that the current contracts are due for renewal in November 2019 and March 2020. A discussion took place.

**Resolved:**

To transfer to a two year contract with Ecotricity when the current contracts expire, saving approx. 5% whilst achieving a Renewable Energy Guarantee of Origin certificate

**FR&GP.19/70 Financial Regulations:**

Members considered the adoption of new National Association of Local Council's (NALC) financial regulations (*\*copy previously circulated*). The Town Clerk explained the amendments.

**Resolved:**

To recommend to Full Council approval of the document.

**FR&GP.19/71 Banking/Bank Mandate:**

Members considered the Town Clerk's report (*\*copy previously circulated*). The Town Clerk clarified the current banking arrangements and noted the delay in setting up online payment control.

**Resolved:**

To approve the continuation of the current banking signatories until online payment control is complete and payments are made electronically.

**FR&GP.19/72 Matters brought forward by Councillors: *(for information only)*.**

**Cllr Bradshaw**, on behalf of Bovey Paradiso, requested a letter of support from the Town Council to support applications for grants. The Town Clerk confirmed the Town Council had previously resolved the issue of a letter. The Town Clerk agreed to re-send the letter.

The meeting closed at 7.50pm.

## Current Account

Payments made between 19/10/2019 and 31/12/2019

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
21/10/2019	Mole Valley Farmers Ltd	873	11.52		1.92	4540	500	9.60	Goods
21/10/2019	Wakeham Groundcare	874	215.82		35.97	4445	350	179.85	Wildflower seed
21/10/2019	Viking	875	37.09		6.18	4190	200	30.91	Goods
21/10/2019	Devon Contract Waste Ltd	876	52.56		8.76	4540	500	43.80	Waste collection
21/10/2019	WPS Insurance Broker	877	305.00			4190	200	305.00	Crime & cyber insurance
21/10/2019	Mr R Clark	878	50.00			4300	300	50.00	Refund allotment deposit
21/10/2019	EE Ltd	DD	36.13		6.02	4190	200	30.11	Plan charge
28/10/2019	Elite Group	DD	61.64		10.27	4190	200	51.37	Telecom
31/10/2019	British Gas	DD	41.35		1.96	4710	700	39.39	Electricity supply
31/10/2019	British Gas	DD	110.35		5.25	4190	200	105.10	Electricity supply
01/11/2019	Pulse8Communications	DD	22.00		3.67	4190	200	18.33	Broadband
01/11/2019	British Gas	DD	24.55		1.16	4360	300	23.39	Electricity supply - toilets
01/11/2019	Premium Credit	DD	300.87			4190	200	300.87	Insurance
04/11/2019	Mr N Brock	879	385.00			4500	400	385.00	Gravedigging
04/11/2019	Teignbridge District Council	880	2,353.31			4000	150	2,353.31	Payroll
04/11/2019	Teignbridge District Council	881	70.20		11.70	4190	200	58.50	Payroll support
04/11/2019	Teignbridge District Council	882	1,500.00		250.00	4250	250	1,250.00	Building Reg fee
04/11/2019	KB2 Consulting Engineers Ltd	883	3,103.20		517.20	4250	250	2,586.00	Service
04/11/2019	Civil Solutions Ltd	884	28.56		4.76	4540	500	23.80	Goods
04/11/2019	1st Office Equipment Ltd	885	473.11		78.85	4190	200	394.26	Copier charge
04/11/2019	S West Water Ltd	886	612.25			4300	300	612.25	Supply - allotments
04/11/2019	S West Water Business	887	16.43			4500	400	16.43	Supply - Cemetery
04/11/2019	S W Water Business	888	238.75			4360	300	238.75	Supply - Rec. Grd toilets
04/11/2019	Dartmoor Whisky Distillery	889	1,300.00			4190	200	1,300.00	Rent 1.11.19 - 31.1.20
04/11/2019	B T Youth Action	890	1,250.00			4600	600	1,250.00	Sept & Oct funding
04/11/2019	Mr D Curtis	891	690.00			4540	500	690.00	Repairs Rec Grd wall
04/11/2019	Bovey Court Garage	892	93.72		15.62	4540	500	78.10	Repairs
04/11/2019	Aaron Printers	893	42.00		7.00	4445	350	35.00	Signs
04/11/2019	Safety Supply Company	894	11.64		1.94	4710	700	9.70	Key box
06/11/2019	UK Fuels Ltd	DD	142.36		23.72	4540	500	118.64	Fuel
11/11/2019	Mrs B Fletcher	895	48.00			4190	200	48.00	Cleaning
11/11/2019	PHS Group	896	246.48		41.08	4540	500	205.40	Waste collection
11/11/2019	Mr J Pieczenko	897	102.00		17.00	4445	350	85.00	Design & artwork
11/11/2019	Randall Simmonds LLP	898	2,400.00		400.00	4250	250	2,000.00	QS costs - Comm Centre
11/11/2019	E Bowden & Sons	899	33.82		5.64	4540	500	28.18	Repairs
11/11/2019	Newton Abbot Security Trust	900	500.00			4190	200	500.00	CCTV monitoring
11/11/2019	Arnolds	901	31.77		5.29	4540	500	26.48	Goods
Subtotal Carried Forward:			16,941.48	0.00	1,460.96			15,480.52	

## Current Account

Payments made between 19/10/2019 and 31/12/2019

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
1/11/2019	Teignbridge District Council	902	5,300.00			4000	150	5,300.00	Payroll
1/11/2019	Max Bayles Tree Care	904	144.00		24.00	4540	500	120.00	Tree work
1/11/2019	Devon Contract Waste Ltd	905	35.04		5.84	4540	500	29.20	Waste collection
1/11/2019	Specialist Hygiene Services Lt	906	299.20		49.86	4360	300	249.34	Cleaning public toilets
4/11/2019	EDF Energy	DD	19.58		0.93	4190	200	18.65	Supply CCTV
8/11/2019	Peregrine Mears Architects Ltd	907	2,832.00		472.00	1250	250	2,360.00	Fees - stage 4B & 4C
3/11/2019	Peregrine Mears Architects Ltd	907	-2,832.00		-472.00	1250	250	-2,360.00	Fees - stage 4B & 4C
3/11/2019	Peregrine Mears Architects Ltd	907	2,832.00		472.00	4250	250	2,360.00	Fees - stage 4B & 4C
3/11/2019	Rialtas Business Solutions	908	70.80		11.80	4190	200	59.00	Service
3/11/2019	Devon Contract Waste Ltd	909	17.52		2.92	4540	500	14.60	Waste collection
3/11/2019	TRBL Poppy Appeal	910	18.50			4190	200	18.50	Wreath
3/11/2019	EE Ltd	DD	35.58		5.93	4190	200	29.65	Plan charge
3/11/2019	Devon Contractors Ltd	911	63,977.20		10,662.87	4250	250	53,314.33	Comm Centre - Val no 1
3/11/2019	Devon Contractors Ltd	912	18,692.71		3,115.45	4250	250	15,577.26	Comm Centre - Val no 1
3/11/2019	Society of Local Council Clerk	913	40.00			4190	200	40.00	Membership
3/11/2019	Soc. of Local Council Clerks	914	308.00			4190	200	308.00	Full membership
3/11/2019	Devon Contract Waste Ltd	915	35.04		5.84	4540	500	29.20	Waste collection
3/11/2019	Devon Assoc of Local Councils	916	240.00		40.00	4190	200	200.00	Training
3/11/2019	Mr D Nicholls	917	50.00			4300	300	50.00	Ref'd allotment deposit
3/11/2019	S W Water Ltd	918	3.95			4710	700	3.95	Supply - H'field Youth Facility
3/11/2019	Devon Assoc. of Local Councils	919	50.00			4190	200	50.00	Attendance - AGM & conference
3/11/2019	British Telecom	920	298.00		49.67	4250	250	248.33	Survey
3/11/2019	Mole Valley Farmers	921	38.26		6.38	4540	500	31.88	Goods
3/11/2019	Elite Group	DD	67.99		11.33	4190	200	56.66	Telecom
3/11/2019	IAC Audit & Consultancy Ltd	427	462.00		77.00	4190	200	385.00	Interim audit
3/11/2019	Viking	922	108.32		7.89	4190	200	100.43	Goods
3/11/2019	Lisa Robillard Webb	923	165.00			4910	350	165.00	Service - NDP
3/11/2019	Bovey Court Garage	924	310.68		45.11	4540	500	265.57	Repairs & MOT
3/11/2019	Tozers LLP	925	1,378.00		223.00	4250	250	1,155.00	Fee - Comm Centre
3/11/2019	Devon County Council	926	75.00			4470	350	75.00	Fee TRO GM Festival
3/11/2019	Teignbridge District Council	928	2,353.31			4000	150	2,353.31	Payroll
3/11/2019	Pulse8Communications	DD	22.00		3.67	4190	200	18.33	Broadband
3/11/2019	Premium Credit	DD	300.87			4190	200	300.87	Insurance
3/11/2019	UK Fuels Ltd	DD	57.25		9.54	4540	500	47.71	Fuel
3/11/2019	British Gas	DD	16.74		0.79	4710	700	15.95	Electricity Heathfield
Subtotal Carried Forward:			114,764.02	0.00	16,292.78			98,471.24	

## Current Account

Payments made between 19/10/2019 and 31/12/2019

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
05/12/2019	British Gas	DD	107.94		5.14	4190	200	102.80	Electricity - office
11/12/2019	S Hewett	FPO1881	50.00			4300	300	50.00	Refund allotment deposit
11/12/2019	Teignbridge District Council	FPO2034	328.81			4250	250	328.81	Non domestic rates store
11/12/2019	Teignbridge District Council	FPO2108	5,300.00			4000	150	5,300.00	Payroll
11/12/2019	Devon Contract Waste Ltd	FPO2149	37.08		6.18	4540	500	30.90	Waste collection
11/12/2019	Devon Countryside Landscapes	FPO2497	240.00		40.00	4500	400	160.00	Grass cutting
						4540	500	40.00	Grass cutting
11/12/2019	Mole Valley Farmers	FPO3530	15.60		2.60	4540	500	13.00	Goods
11/12/2019	Tindle Newspapers Ltd	FPO4167	48.00		8.00	4190	200	40.00	Display advert
11/12/2019	Total Event Hire	FPO5279	38.64		6.44	4190	200	32.20	Hire of glasses
11/12/2019	J P & B J Fletcher	FPO6580	48.00			4190	200	48.00	Cleaning
11/12/2019	Marketing Solutions	FPO6602	805.00			4190	200	805.00	Newsletter
11/12/2019	Max Bayles PTC Ltd	FPO6771	456.00		76.00	4540	500	380.00	Tree work
11/12/2019	1010 Media Ltd	FPO6799	600.00		100.00	4190	200	500.00	Hosting & support
11/12/2019	EDF Energy	FPO7817	61.57		2.93	4190	200	58.64	Supply
11/12/2019	Xiaoyu Yan	FPO9398	26.80			5000	350	26.80	Travel expenses
16/12/2019	EDG Energy	DD	19.19		0.91	4190	200	18.28	Supply CCTV
17/12/2019	Post Office Ltd	929	260.00			4540	500	260.00	Vehicle tax
17/12/2019	Devon Contractors Ltd	930	116,950.64		19,491.77	4250	250	97,458.87	Works Comm Centre Val 2
17/12/2019	British Gas	DD	27.03		1.28	4500	400	25.75	Supply - cemetery
17/12/2019	Bovey Court Garage	FPO	215.04		35.84	4540	500	179.20	Repairs
17/12/2019	Mr M Wells	FPO0232	99.00			4190	200	99.00	Refund sub
17/12/2019	SHS Ltd	FPO3308	299.20		49.86	4360	300	249.34	Cleaning toilets
17/12/2019	Mr D Brothwood	FPO5482	347.00			4500	400	347.00	Ref'd burial plot
17/12/2019	Smith Consult Ltd	FPO6773	1,303.80		217.30	4250	250	1,086.50	Fee (RIBA stage 5)
17/12/2019	Torbay Display	FPO7611	7,464.00		1,244.00	4460	350	6,220.00	Christmas lights
17/12/2019	S W Grounds Maintenance	FPO9671	3,264.00		544.00	4540	500	1,220.00	Verge cutting
						4500	400	1,500.00	Hedge cutting
17/12/2019	Devon Contractors	FPO9843	13,243.27		2,207.21	4250	250	11,036.06	Works Comm Centre Val 2
23/12/2019	EE Phone	DD	35.58		5.93	4190	200	29.65	Plan charge
27/12/2019	BG Business	DD	78.29		3.72	4360	300	74.57	Electricity supply
30/12/2019	Elitegroup	DD	59.98		9.99	4190	200	49.99	Telecom
<b>Total Payments:</b>			<b>266,593.48</b>	<b>0.00</b>	<b>40,351.88</b>			<b>226,241.60</b>	



## Current Account

Receipts received between 19/10/2019 and 31/12/2019

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Banked: 24/10/2019	10.00						
	BACS F Christophers	10.00			1400	400	10.00	Burial
	BACS Banked: 25/10/2019	554.00						
	BACS F Christophers	554.00			1400	400	554.00	Burial
	BACS Banked: 28/10/2019	30.00						
	BACS Bovey Chiropractice	30.00			1110	100	30.00	Christmas lights
	408 Banked: 29/10/2019	470.00						
	0583 Mr M Soby	378.00			1400	400	378.00	Headstone
	0584 Mrs I Holman	62.00			1400	400	62.00	Additional inscription
	65 BDF Fresh Produce	30.00			1110	100	30.00	Christmas lights
	BACS Banked: 29/10/2019	30.00						
	BACS Dolly Tub Laundry	30.00			1110	100	30.00	Christmas lights
	BACS Banked: 04/11/2019	30.00						
	BACS Serendipity	30.00			1110	100	30.00	Christmas lights
	Banked: 04/11/2019	15,000.00						
Transfer	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Transfer
	BACS Banked: 05/11/2019	30.00						
	BACS Arnolds	30.00			1110	100	30.00	Christmas lights
	409 Banked: 07/11/2019	390.00						
	66 Mr D Furby	50.00			1200	100	50.00	Allotment 19B deposit
	67 Mr C Kedgley	20.00			1110	100	20.00	Christmas lights
	68 Courtenay House	35.00			1110	100	35.00	Christmas lights
	69 The Cheese Shed	30.00			1110	100	30.00	Christmas lights
	70 Coombes & Sons	30.00			1110	100	30.00	Christmas lights
	71 Hairwaves Ltd	45.00			1110	100	45.00	Christmas tree
	72 Bibby's Accountants	30.00			1110	100	30.00	Christmas lights
	73 Copper Kettle	75.00			1110	100	75.00	Christmas tree & lights
	74 Inner Light Coffee Shop	30.00			1110	100	30.00	Christmas lights
	75 Moorgate Veterinary Group	45.00			1110	100	45.00	Christmas tree
	BACS Banked: 07/11/2019	75.00						
	BACS Loughtons Financial Advisers	75.00			1110	100	75.00	Christmas lights & tree
	BACS Banked: 07/11/2019	75.00						
	BACS Cromwell Arms	75.00			1110	100	75.00	Christmas lights & tree
	BACS Banked: 07/11/2019	45.00						
	BACS New Image	45.00			1110	100	45.00	Christmas tree
	BACS Banked: 07/11/2019	30.00						
	BACS Grace & Favour Home	30.00			1110	100	30.00	Christmas lights
	BACS Banked: 08/11/2019	30.00						
	BACS WBW Solicitors	30.00			1110	100	30.00	Christmas lights
	<b>Subtotal Carried Forward:</b>	<b>16,799.00</b>	<b>0.00</b>	<b>0.00</b>			<b>16,799.00</b>	

## Current Account

Receipts received between 19/10/2019 and 31/12/2019

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Banked: 08/11/2019	30.00						
BACS	Riverside Surgery	30.00			1110	100	30.00	Christmas lights
410	Banked: 14/11/2019	195.00						
76	Angel Care Ltd	75.00			1110	100	75.00	Christmas tree & lights
77	Moor & Tor	30.00			1110	100	30.00	Christmas lights
78	Quality Dental Care	30.00			1110	100	30.00	Christmas lights
79	Lloyd Maunder Butchers	30.00			1110	100	30.00	Christmas lights
80	Jolly Roger Ltd	30.00			1110	100	30.00	Christmas lights
	Banked: 14/11/2019	3,200.00						
Transfer	Lloyds Deposit (Cil) -66934760	3,200.00			230		3,200.00	Transfer
	Banked: 23/11/2019	15,000.00						
Transfer	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Transfer
	Banked: 25/11/2019	63,977.20						
Transfer	Lloyds Deposit - 07214996	63,977.20			220		63,977.20	Transfer
	Banked: 25/11/2019	18,692.71						
Transfer	Lloyds Deposit - 07214996	18,692.71			220		18,692.71	Transfer
411	Banked: 26/11/2019	497.42						
81	Old Cottage Tea Shop	30.00			1110	100	30.00	Christmas lights
82	Heritage Trust	58.42			1900	100	58.42	Telecom service
0585	Co-operative Funeral Services	409.00			1400	400	409.00	Interment & plot purchase
BACS	Banked: 27/11/2019	30.00						
BACS	Clive Parker Opticians	30.00			1110	100	30.00	Christmas lights
BACS	Banked: 02/12/2019	30.00						
BACS	Chamberlains	30.00			1110	100	30.00	Christmas lights
412	Banked: 04/12/2019	925.00						
83	Tesco Express	30.00			1110	100	30.00	Christmas lights
84	Bim the Photographer	30.00			1110	100	30.00	Christmas lights
0586	Co-operative Funeral Services	233.00			1400	400	233.00	Ashes interment &
0587	Mr P J D Leach	632.00			1400	400	632.00	Purchase grave
FP	Banked: 04/12/2019	50.00						
FP	A Pewsey	50.00			1200	100	50.00	Allot 42 rent
FP	Banked: 04/12/2019	50.00						
FP	Mrs L Pewsey	50.00			1200	100	50.00	Allot 43 rent
FP	Banked: 05/12/2019	360.00						
FP	Gtr Horseshoe School	360.00			1900	100	360.00	Rent field
FP	Banked: 06/12/2019	50.00						
FP	S Williams	50.00			1200	100	50.00	Allot 40 rent
Allot 41	Banked: 12/12/2019	50.00						
Allot 41	A Lockwood	50.00			1200	100	50.00	Rent allot 41
<b>Subtotal Carried Forward:</b>		<b>119,936.33</b>	<b>0.00</b>	<b>0.00</b>			<b>119,936.33</b>	

## Current Account

Receipts received between 19/10/2019 and 31/12/2019

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Allot 5B	Banked: 16/12/2019	20.00						
Allot 5B	C Spain	20.00			1200	100	20.00	Rent allot 5B
Lloyds Bk	Banked: 16/12/2019	250.00						
Lloyds Bk	Lloyds Bank	250.00			1900	100	250.00	Compensation
Lloyds Bk	Banked: 16/12/2019	13.00						
Lloyds Bk	Lloyds Bank	13.00			1900	100	13.00	Compensation
413	Banked: 17/12/2019	585.46						
85	Mr R Clark	20.00			1200	100	20.00	Rent allot 23
86	Mr D Furby	20.00			1200	100	20.00	Rent allot 19B
87	Mr D Heath	30.00			1200	100	30.00	Rent allot 3
89	Mr B Elgar	50.00			1200	100	50.00	Rent allot 34
90	Miss J Tregoning	20.00			1200	100	20.00	Rent allot 1A
91	Mr R Rendell	20.00			1200	100	20.00	Rent allot 21
92	Ms E Steer	30.00			1200	100	30.00	Rent allot 16
93	Mr J Bamforth	20.00			1200	100	20.00	Rent allot 17
94	BTICT	64.46			1900	100	64.46	Telecom
95	Mr P Wielgosz	20.00			1200	100	20.00	Rent allot 4B
0588	Williams & Triggs	102.00			1400	400	102.00	Tablet
0589	Mrs S Taylor	189.00			1400	400	189.00	Headstone
	Banked: 17/12/2019	15,000.00						
Transfer	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Virement
	Banked: 17/12/2019	116,950.64						
Transfer	Lloyds Deposit - 07214996	116,950.64			220		116,950.64	Virement
	Banked: 17/12/2019	13,243.27						
TF	Lloyds Deposit - 07214996	13,243.27			220		13,243.27	Virement
FPI	Banked: 30/12/2019	20.00						
300	Ms H Frances	20.00			1200	100	20.00	Rent allot8b
FPI	Banked: 31/12/2019	50.00						
806	K Overzee	50.00			1200	100	50.00	Rent allot 49
FPI	Banked: 31/12/2019	50.00						
673	K Kennedy-Bruyneels	50.00			1200	100	50.00	Rent allot 38
<b>Total Receipts:</b>		<b>266,118.70</b>	<b>0.00</b>	<b>0.00</b>			<b>266,118.70</b>	

## Lloyds Deposit - 00711234

Payments made between 19/10/2019 and 31/12/2019

								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>
04/11/2019	Current Account	Transfer	15,000.00				200	15,000.00	Transfer
14/11/2019	Lloyds Deposit - 07214996	TF	75,000.00				220	75,000.00	S106 TDC receipt - Comm Centre
14/11/2019	Lloyds Deposit (CIL) -66934760	TF	2,007.79				230	2,007.79	CiL contribution
23/11/2019	Current Account	Transfer	15,000.00				200	15,000.00	Transfer
17/12/2019	Current Account	Transfer	15,000.00				200	15,000.00	Virement
<b>Total Payments:</b>			122,007.79	0.00	0.00			122,007.79	

## Lloyds Deposit - 00711234

Receipts received between 19/10/2019 and 31/12/2019

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS Banked: 23/10/2019		2,007.79						
BACS	Teignbridge District Council	2,007.79			1078	100	2,007.79	CIL receipt
BGC Banked: 08/11/2019		500.00						
BGC	TDC	500.00			1600	100	500.00	CCF - Kerswell
Interest Banked: 11/11/2019		8.31						
Interest	Lloyds Bank	8.31			1090	100	8.31	Interest
Interest Banked: 11/11/2019		8.31						
Interest	Lloyds Bank	8.31			1090	100	8.31	Interest
Interest Banked: 11/11/2019		-8.31						
Interest	Lloyds Bank	-8.31			1090	100	-8.31	Interest
BGC Banked: 12/11/2019		5,629.76						
BGC	HMRC	5,629.76			105		5,629.76	VAT repay
BGC Banked: 13/11/2019		75,000.00						
BGC	TDC	75,000.00			1250	250	75,000.00	Community Centre
BGC-DCC Banked: 03/12/2019		3,685.00						
BGC-DCC	DCC	3,685.00			1100	100	3,685.00	Verge cutting grant
Interest Banked: 09/12/2019		6.64						
Interest	Lloyds Bank	6.64			1090	100	6.64	Interest
<b>Total Receipts:</b>		<b>86,837.50</b>	<b>0.00</b>	<b>0.00</b>			<b>86,837.50</b>	

## Lloyds Deposit - 07214996

Payments made between 19/10/2019 and 31/12/2019

										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>		
25/11/2019	Current Account	Transfer	63,977.20				200	63,977.20	Transfer		
25/11/2019	Current Account	Transfer	18,692.71				200	18,692.71	Transfer		
17/12/2019	Current Account	TF	13,243.27				200	13,243.27	Virement		
17/12/2019	Current Account	Transfer	116,950.64				200	116,950.64	Virement		
Total Payments:			212,863.82	0.00	0.00			212,863.82			

## Lloyds Deposit - 07214996

Receipts received between 19/10/2019 and 31/12/2019

## 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: 11/11/2019	17.66						
Interest	Lloyds Bank	17.66			1090	100	17.66	Interest
Interest	Banked: 11/11/2019	17.66						
Interest	Lloyds Bank	17.66			1090	100	17.66	Interest
Interest	Banked: 11/11/2019	-17.66						
Interest	Lloyds Bank	-17.66			1090	100	-17.66	Interest
	Banked: 14/11/2019	75,000.00						
TF	Lloyds Deposit - 00711234	75,000.00			210		75,000.00	S106 TDC receipt - Comm
Interest	Banked: 09/12/2019	15.95						
Interest	Lloyds Bank	15.95			1090	100	15.95	Interest
<b>Total Receipts:</b>		<b>75,033.61</b>	<b>0.00</b>	<b>0.00</b>			<b>75,033.61</b>	

Date: 06/01/2020

Bovey Tracey Town Council

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Time: 10:36

Cashbook 4

User: LINDA

Lloyds Deposit (Cil) -66934760

Payments made between 19/10/2019 and 31/12/2019

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>
14/11/2019	Current Account	Transfer	3,200.00				200	3,200.00	Transfer
Total Payments:			3,200.00	0.00	0.00			3,200.00	



## Lloyds Deposit (Cil) -66934760

Receipts received between 19/10/2019 and 31/12/2019

## 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: 11/11/2019	1.02						
Interest	Lloyds Bank	1.02			1090	100	1.02	Interest
	Banked: 14/11/2019	2,007.79						
TF	Lloyds Deposit - 00711234	2,007.79			210		2,007.79	Cil contribution
Interest	Banked: 09/12/2019	0.82						
Interest	Lloyds Bank	0.82			1090	100	0.82	Interest
Total Receipts:		2,009.63	0.00	0.00			2,009.63	

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## Bovey Tracey Town Council

### Bank - Cash and Investment Reconciliation as at 6 January 2020

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

30/12/2019	Current Account	8,733.04	
29/11/2019	Bus Bank Instant	162,320.95	
29/11/2019	Lloyds Deposit 07214996	382,928.13	
29/11/2019	Lloyds CiL account	21,351.24	
			<b>575,333.36</b>

##### Unpresented Payments

370.83

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**574,962.53**

##### Receipts not on Bank Statement

510.00

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**575,472.53**

##### **Closing Balance**

##### All Cash & Bank Accounts

1	Current Account	8,872.21	
2	Lloyds Deposit - 00711234	151,012.59	
3	Lloyds Deposit - 07214996	252,750.17	
4	Lloyds Deposit (CiL) 66934760	21,352.06	
	Other Cash & Bank Balances	0.00	
	<b>Total Cash &amp; Bank Balances</b>		<b>433,987.03</b>

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**2019/20 Income & Expenditure Report (9-month)**  
**1st April 2019 - 31st December 2019**

<i>Line No.</i>	<i>Income</i>	<i>Budget 2019/20</i>	<i>Current YTD (31/12/19)</i>	<i>Percentage Difference</i>
		£	£	
1	Precept	£ 232,850.00	£ 232,850.00	0%
2	Council Tax Support Grant (CTSG)	£ -	£ -	
3	Interest	£ 100.00	£ 183.00	83%
4	Allotments & Brimley Field	£ 2,000.00	£ 773.00	-61%
5	Town Hall Lettings	£ -	£ -	
6	Burial Fees	£ 14,000.00	£ 17,361.00	24%
7	Other Income	£ 3,700.00	£ 1,389.00	-62%
8	P3 & Other Grants	£ 1,000.00	£ 4,679.00	367%
9	Christmas Lights	£ 1,800.00	£ 1,159.00	-35%
10	South West in Bloom	£ 1,800.00	£ 2,320.00	29%
11	S106 Receipt/CIL	£ -	£ 81,062.00	
	<b>Total</b>	<b>£ 257,250.00</b>	<b>£ 341,776.00</b>	

	<i>Expenditure</i>	<i>Budget 2019/20</i>	<i>Current YTD</i>	
		£	£	
12	Allotments	£ 1,200.00	£ 1,149.00	-4%
13	Town Hall (Rent, rates, utilities & cleaning)	£ 9,000.00	£ 9,104.71	1%
14	Cemetery	£ 13,000.00	£ 8,477.00	-34%
15	South West in Bloom	£ 4,000.00	£ 3,296.00	-17%
16	Summer Basket/Trough Watering	£ 4,000.00	£ 1,432.58	-64%
17	Bus Shelters	£ 500.00	£ -	
18	Parks & Open Spaces (aka Rec Grounds)	£ 18,000.00	£ 15,775.00	-12%
19	Establishment Expenses	£ 26,000.00	£ 12,505.21	-51%
20	Wages, N.I. & Pensions	£ 92,200.00	£ 66,813.74	-27%
21	Pottery Leat	£ 200.00	£ -	
22	Christmas Lights	£ 5,300.00	£ 6,220.00	17%
23	Election	£ 6,000.00	£ 4,191.21	-30%
24	Contingency	£ 5,000.00	£ -	
25	Information Centre	£ 750.00	£ -	
26	Parish Paths Partnership (P3)	£ 100.00	£ -	
27	Heathfield Youth Project	£ 2,000.00	£ 1,133.00	-43%
28	Bovey Tracey Youth Action	£ 7,500.00	£ 4,375.00	-41%
29	Community Centre	£ 40,000.00	£ 213,440.00	433%
30	Regeneration	£ 2,500.00	£ 300.00	-88%
31	Bovey Community Care (Grant)	£ 1,500.00	£ 1,500.00	0%
33	Legal Advice Service	£ 1,700.00	£ -	
36	Tree related works	£ 3,500.00	£ 500.00	-85%
37	Recreation Ground Toilets	£ 5,000.00	£ 3,632.00	-27%
38	Verges/Roadside Weed Treatment	£ 2,000.00	£ 4,270.00	113%
39	Software	£ 500.00	£ 503.87	0.77%
40	Training	£ 800.00	£ 250.00	-68%
41	Temp Toilet Hire - Station Road	£ 2,000.00	£ 3,200.00	60%
42	Green Man Festival	£ 1,000.00	£ 2,062.00	106%
43	Neighbourhood Development Plan	£ 1,000.00	£ 469.00	-53%
44	Community Grants	£ 1,000.00	£ -	
45	Additional Town Hall rent	£ -	£ 2,698.46	
46	Climate Emergency	£ -	£ 118.00	
47	Life on the Verge Project	£ -	£ 300.00	
	<b>Total</b>	<b>£ 257,250.00</b>	<b>£ 367,715.78</b>	

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Proposed Budget 2020/21 (Income)

Income	Actual 2013/14	Budget 2014/15	Actual 2014/15	Budget 2015/16	Actual 2015/16	Budget 2016/17	Actual 2016/17	Budget 2017/18	Actual 2017/18	Budget 2018/19	Actual 2018/19	Budget 2019/20	Actual 2019/20 (YTD Dec 2019)
Precept	£ 170,285.00	£ 172,165.00	£ 172,165.00	£ 186,450.00	£ 186,450.00	£ 192,650.00	£ 192,650.00	£ 199,565.00	£ 199,565.00	£ 205,990.00	£ 205,990.00	£ 232,850.00	£ 232,850.00
Council Tax Support Grant (CTSG)	£ 16,660.00	£ 16,690.00	£ 16,690.00	£ 16,600.00	£ 16,600.00	£ 16,650.00	£ 16,650.00	£ 16,400.00	£ 16,400.00	£ 14,760.00	£ 14,760.00	£ -	£ -
Interest	£ 82.00	£ 100.00	£ 93.32	£ 100.00	£ 128.28	£ 100.00	£ 231.47	£ 100.00	£ 277.38	£ 100.00	£ 290.00	£ 100.00	£ 183.00
Allotments & Brimley Field	£ 2,210.00	£ 2,000.00	£ 2,250.00	£ 2,000.00	£ 2,550.00	£ 2,000.00	£ 2,255.00	£ 2,000.00	£ 2,650.00	£ 2,000.00	£ 2,370.00	£ 2,000.00	£ 773.00
Town Hall Lettings	£ 5,497.00	£ 4,000.00	£ 5,789.10	£ 4,800.00	£ 4,851.90	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Burial Fees	£ 15,666.00	£ 12,000.00	£ 12,696.00	£ 12,000.00	£ 16,441.39	£ 12,000.00	£ 20,889.00	£ 12,000.00	£ 24,982.50	£ 15,000.00	£ 18,368.00	£ 14,000.00	£ 17,361.00
Other Income	£ 5,726.00	£ 3,500.00	£ 7,646.43	£ 3,500.00	£ 17,598.89	£ 3,700.00	£ 2,671.78	£ 3,700.00	£ 2,913.87	£ 3,700.00	£ 3,488.00	£ 3,700.00	£ 1,389.00
P3 & Other Grants	£ 18,918.00	£ 1,000.00	£ 21,835.00	£ 1,000.00	£ 65,680.00	£ 1,000.00	£ 41,881.93	£ 1,000.00	£ 10,928.42	£ 1,000.00	£ 25,458.00	£ 1,000.00	£ 4,679.00
Christmas Lights	£ 2,148.00	£ 2,000.00	£ 1,703.00	£ 2,000.00	£ 1,901.49	£ 2,000.00	£ 1,598.72	£ 2,000.00	£ 1,320.00	£ 1,800.00	£ 1,172.00	£ 1,800.00	£ 1,159.00
Britain in Bloom	£ 2,000.00	£ 1,800.00	£ 2,260.00	£ 1,800.00	£ 2,060.00	£ 1,800.00	£ 2,530.00	£ 1,800.00	£ 2,700.00	£ 1,800.00	£ 2,325.00	£ 1,800.00	£ 2,320.00
S106 Receipt/CIL Contributions	£ 56,956.00	£ -	£ 59,265.19	£ -	£ 21,893.42	£ -	£ 3,117.02	£ -	£ 7,998.90	£ -	£ -	£ -	£ 81,062.00
Flag Project					£ 510.00	£ -	£ 45.00	£ -	£ -	£ -	£ 7,365.00	£ -	£ -
Sale of Town Hall					£ 92,328.00								£ -
<b>Total</b>	<b>£ 296,148.00</b>	<b>£ 215,255.00</b>	<b>£ 302,393.04</b>	<b>£ 230,250.00</b>	<b>£ 428,993.37</b>	<b>£ 231,900.00</b>	<b>£ 284,519.92</b>	<b>£ 238,565.00</b>	<b>£ 269,736.07</b>	<b>£ 246,150.00</b>	<b>£ 281,586.00</b>	<b>£ 257,250.00</b>	<b>£ 341,776.00</b>

OPTION A  
Budget 2020/21  
£242,150.00  
£0.00  
£100.00  
£2,000.00  
£0.00  
£14,000.00  
£3,700.00  
£1,000.00  
£1,800.00  
£1,800.00  
£0.00  
£0.00  
£0.00  
£266,550.00

Proposed Budget 2020/21 (Expenditure)

Expenditure	Actual 2013/14	Budget 2014/15	Actual 2014/15	Budget 2015/16	Actual 2015/16	Budget 2016/17	Actual 2016/17	Budget 2017/18	Actual 2017/18	Budget 2018/19	Actual 2018/19	Budget 2019/20	Actual 2019/20 (YTD Dec 2019)
Allotments	692.00	1200.00	4958.10	£1,200.00	£1,442.97	£1,200.00	£1,424.14	£1,200.00	£1,068.75	£1,200.00	£1,264.00	£1,200.00	£1,149.00
Town Hall (rent rates, utilities and cleaning)	7387.00	9000.00	9545.76	£9,000.00	£9,137.59	£9,000.00	Inc in Est Ch.	£9,000.00	Inc in Est Ch.	£9,000.00	Inc in Est Ch.	£9,000.00	Inc in Est Ch.
Cemetery	10159.00	13000.00	9785.17	£13,000.00	£7,732.38	£13,000.00	£7,550.04	£13,000.00	£10,906.90	£13,000.00	£13,349.00	£13,000.00	£8,477.00
Britain in Bloom	4464.00	4000.00	6499.81	£4,000.00	£3,612.56	£4,000.00	£4,615.01	£4,000.00	£4,087.27	£4,000.00	£4,738.00	£4,000.00	£3,296.00
Basket/Trough Watering	0.00	0.00	0.00	£0.00	£0.00	£4,000.00	£3,240.00	£5,500.00	Inc in Salaries	£4,000.00	Inc in Salaries	£4,000.00	£1,432.58
Bus Shelters	0.00	500.00	0.00	£500.00	£0.00	£500.00	£0.00	£500.00	£0.00	£500.00	£0.00	£500.00	£0.00
Recreation Grounds (aka Open Spaces)	99043.00	16000.00	140809.78	£16,000.00	£60,419.32	£16,000.00	£13,407.12	£16,000.00	£18,219.35	£16,000.00	£20,433.00	£18,000.00	£15,775.00
Establishment Expenses (+£500 for Community Awards)	23585.00	25000.00	28228.14	£25,000.00	£26,497.23	£26,000.00	£29,026.59	£26,000.00	£28,068.47	£26,000.00	£28,463.04	£26,000.00	£21,609.92
Wages, N.I. & Pensions	65771.00	66000.00	72091.81	£84,850.00	£80,040.52	£80,850.00	£78,683.80	£82,515.00	£87,692.91	£86,000.00	£91,114.00	£92,200.00	£66,813.74
Replacement Photocopier	6640.00	0.00	0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Potters Leat	0.00	200.00	200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£0.00	£200.00	£0.00	£200.00	£0.00
Christmas Lights	6188.00	5000.00	6595.00	£5,000.00	£6,505.00	£5,300.00	£6,550.00	£5,300.00	£5,940.00	£5,300.00	£5,660.00	£5,300.00	£6,220.00
Election	0.00	6000.00	0.00	£6,000.00	£4,230.65	£6,000.00	£2,221.72	£6,000.00	£2,221.72	£6,000.00	£0.00	£6,000.00	£4,191.21
Contingency		15005.00	0.00	£5,000.00	£0.00	£5,000.00	£0.00	£5,000.00	£0.00	£5,000.00	£0.00	£5,000.00	£0.00
Information Centre	0.00	750.00	0.00	£750.00	£0.00	£750.00	£0.00	£750.00	£0.00	£750.00	£0.00	£750.00	£0.00
Parish Paths Partnership	0.00	100.00	65.00	£100.00	£23.70	£100.00	£0.00	£100.00	£0.00	£100.00	£0.00	£100.00	£0.00
Heathfield Youth Project	796.00	2000.00	838.83	£2,000.00	£140.96	£2,000.00	£286.21	£2,000.00	£2,432.01	£2,000.00	£1,255.00	£2,000.00	£1,133.00
BTYA	6788.00	7500.00	7500.00	£7,500.00	£7,500.00	£7,500.00	£6,875.00	£7,500.00	£8,125.00	£7,500.00	£7,500.00	£7,500.00	£4,375.00
The Old Thatched Inn	20755.00	40000.00	0.00	£40,000.00	£0.00	£40,000.00	£8,886.00	£40,000.00	£17,368.25	£40,000.00	£48,754.00	£40,000.00	£213,440.00
Regeneration Project	0.00	2500.00	0.00	£2,500.00	£5,000.00	£2,500.00	£5,385.49	£2,500.00	£0.00	£2,500.00	£1,382.00	£2,500.00	£300.00
Bovey Community Care	0.00	1500.00	1500.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£2,000.00	£1,500.00	£1,500.00
Heritage Centre & Trail	3117.00	0.00	2822.00	£0.00	£465.00	£0.00	£1,754.12	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Legal Advice Service	0.00	0.00	0.00	£0.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£0.00	£1,800.00	£1,756.00	£1,700.00	£0.00
Flag Project	0.00	0.00	7871.32	£2,000.00	£3,930.13	£0.00	£1,185.47	£0.00	£450.00	£0.00	£0.00	£0.00	£0.00
Tree related Works								£3,500.00	£4,205.00	£3,500.00	£1,195.00	£3,500.00	£500.00
Recreation Ground Toilets	0.00	0.00	5267.67	£5,000.00	£5,507.21	£5,000.00	£3,826.76	£5,000.00	£4,491.88	£5,000.00	£4,664.00	£5,000.00	£3,632.00
Verges & Weed Spraying							£1,344.00	£0.00	£1,411.20	£1,000.00	£2,640.00	£2,000.00	£4,270.00
Software							£658.99	£0.00	£959.99	£500.00	£189.96	£500.00	£503.87
Training Budget							£0.00	£0.00	£0.00	£800.00	£25.00	£800.00	£250.00
Temp Toilet Hire - Station Road							£0.00	£0.00	£3,200.00	£2,000.00	£2,000.00	£2,000.00	£3,200.00
Green Man Festival							£921.00	£0.00	£4,561.31	£1,000.00	£1,993.00	£1,000.00	£2,062.00
Neighbourhood Development Plan							£0.00	£0.00	£1,073.99	£1,000.00	£5,323.00	£1,000.00	£469.00
Community Grants Budget											£0.00	£1,000.00	£0.00
Additional Town Hall Rent											£5,200.00	Reserves	£2,698.46
Climate Emergency												£0.00	£118.00
Life on the verge project												£0.00	£300.00
<b>Total</b>	<b>255385.00</b>	<b>215255.00</b>	<b>305592.39</b>	<b>£231,100.00</b>	<b>£225,460.22</b>	<b>£231,900.00</b>	<b>£184,041.46</b>	<b>£238,565.00</b>	<b>£217,984.00</b>	<b>£247,150.00</b>	<b>£252,898.00</b>	<b>£257,250.00</b>	<b>£367,715.78</b>

OPTION A  
Budget 2020/21  
£1,200.00  
£9,000.00  
£13,000.00  
£4,000.00  
£4,000.00  
£500.00  
£19,500.00  
£26,500.00  
£95,000.00  
£0.00  
£200.00  
£5,300.00  
£6,000.00  
£5,000.00  
£750.00  
£750.00  
£100.00  
£2,000.00  
£7,500.00  
£40,000.00  
£2,500.00  
£1,500.00  
£0.00  
£1,700.00  
£0.00  
£3,500.00  
£5,000.00  
£2,000.00  
£500.00  
£800.00  
£1,000.00  
£2,000.00  
£3,000.00  
£1,000.00  
Reserves  
£2,500.00  
£0.00  
£266,550.00

(2.44% increase per Band D Property)  
Band D rise from £76.91 to £78.79

**BOVEY TRACEY TOWN COUNCIL  
BUDGETED INCOME & EXPENDITURE &  
INDICATIVE PRECEPT FIGURE FOR 2020/2021**

**2020/2021:**

	£	
Total Budgeted Expenditure 2020/2021	266,550	<i>(please refer to the attached budget for 2020/21)</i>
Total Budgeted Income ( <i>deduct</i> )	<u>24,400</u>	
	242,150	
Council Tax Support Grant ( <i>deduct</i> )	0.00 *	
	<b>242,150</b>	

**Proposed Precept  
2020/2021:**

**£242,150**

**£78.79 per Band D property \*\*  
(2.44% increase) \*\*\***

Precept 2019/2020:	£232,850	£76.91 per Band D property
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

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) remains as £0 for 2020/21 (a reduction of £14,760 from 2018/19)

\*\* The calculation of the precept figure is based on the number of Band D properties for 2020/21 – 3073.10. An increase (45) from 3027.70 in 2019/20.

\*\*\* Proposal compares to a 2.44% increase per Band D Property (Around 4p per week/£1.88 per year)

# Bovey Tracey Town Council

Financial Year 2019-20

Interim Internal Audit Observations



Visit date: 6 November 2019

**B** This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

No.	Audit Conclusion	Observation	Recommendation	Priority
1	Invoices have not been approved in accordance with the Councils Financial Regulations	<i>Five payments were sampled from October 2019 bank statement. Two of these are Direct Debit. One EDF for £19.19 and the other EE for £36.13 were not evidenced as reviewed by the Clerk in accordance with the Financial Regulations part 6. It is current practice for the Council to retain all invoices in hard copy. All other invoices are evidenced as reviewed.</i>	The Council must ensure that invoices including the monthly direct debits are approved as required by the Councils Financial Regulations.	High

**C** This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

No.	Audit Conclusion	Observation	Recommendation	Priority
1	The Council has not formally Minuted a review of Risk	<i>The Council last reviewed the Risk Management Policy and Risk Assessment Register in 18 March 2019. The Clerk confirmed that a review of the will take place again before the year end. The Council to ensure to include the changes around making VAT claims and the roll out of VAT digital. The Council to note that the responsibility of reviewing the Risk Management Policy and Risk Assessment Register lays with the Full Council. This cannot be delegated to the Finance Committee as done in this instance.</i>	The Council must ensure that it has conducted a review of Risk by March 2020 or prior to year end.	High

**River Bovey Erosion – Mill Marsh Park**

The Environment Agency highlighted the issue earlier in 2019. The priority concern was the felling of the mature Alder leaning over the river. We have sourced quotes, and this will be removed when ground conditions allow our contractor to get vehicle access to the area without causing too much damage to the ground.

The felling of the Alder will help to protect the root ball meaning the stump and roots can help to stabilise the bank.

This leaves a 3m by 3m area of park erosion which has been worn down over time by children and dogs in and out of the water in this area. Its edging ever closer to the Wray Valley trail and requires repair.

In Feb 19, RP&P Committee approved:

- i) the felling of the Alder and
- ii) instructed the Town Clerk to enquire about the costs of suitable engineering techniques and to establish if any grants are available etc.

**Information Received is as follows:**

- i) The Environment Agency prefer for work to be undertaken between end of April and end of September.
- ii) The River Bovey is a designated main river and so any work we do over, under or near it could need a Flood Risk Activity Permit (FRAP) under the Environmental Permitting Regulations 2016.
- iii) Generally, the EA prefer to use natural materials wherever possible and if we can stabilise the bank with natural materials then we may be able to apply for an Exemption to the Regulations or a Standard Rules permit rather than needing to apply for a bespoke permit (registering an exemption is free, but there are charges to apply for a Standard Rules and bespoke permits). They would like to see soft engineered ways to undertake the repair (rather than large gabion basket systems).

Quotes received:

i)	Supporting work to apply for permit	£800.00
	Materials (timber stakes & Faggots)	£385.00
	Labour & Machinery	£2400.00
	<b>Total</b>	<b>£3,585 + vat</b>
ii)	Supporting work to apply for a permit	£450.00
	Safety fencing (prior to work and until completion)	£280.00
	Install gabion blanket riverbank system and reinstate floodplain to former profile	£4,850.00
	<b>Total</b>	<b>£5,580 + vat</b>
iii)	Site set-up	£764.50
	Supervision/welfare	£4,336.00
	Install Larger Logs	£2,293.50
	Fill and secure brash	£2,293.50
	Demob	£764.50
	<b>Total</b>	<b>£10,452 + vat</b>



Principle 1: Perceivable

Web content is made available to the senses -sight, hearing, and/or touch

Guideline 1.1 Text Alternatives

Provide text alternatives for any non-text content

Success Criteria	Recommendations
1.1.1 Non-text Content (Level A)	<p><b>X</b> All images, form image buttons, and image map hot spots have appropriate, equivalent alternative text.</p> <p>Images that do not convey content, are decorative, or contain content that is already conveyed in text are given null alt text (alt="") or implemented as CSS backgrounds. All linked images have descriptive alternative text.</p> <p>Equivalent alternatives to complex images are provided in context or on a separate linked page.</p> <p>Form buttons have a descriptive value.</p> <p>Form inputs have associated text labels.</p> <p>Embedded multimedia is identified via accessible text.</p> <p>Frames and iframes are appropriately titled.</p>

Guideline 1.2 Time-based Media

Provide alternatives for time-based media

NOTE: If the audio or video is designated as an alternative to web content (e.g., an audio or sign language version of a web page, for example), then the web content itself serves as the alternative.

1.2.1 Prerecorded Audio-only and Video-only (Level A)	<p><b>N/A</b> A descriptive text transcript that includes relevant auditory content is provided for non-live audio-only (audio podcasts, MP3 files, etc.).</p> <p>A descriptive text transcript or audio description is provided for non-live video-only (e.g., video that has no audio track), unless the video is decorative.</p>
1.2.2 Captions (Prerecorded) (Level A)	<p><b>N/A</b> Synchronized captions are provided for non-live video (YouTube videos, etc.).</p>
1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A)	<p><b>N/A</b> A descriptive text transcript OR audio description track is provided for non-live video. NOTE: Only required if the video conveys content visually that is not presented via the audio track.</p>
1.2.4 Captions (Live) (Level AA)	<p><b>N/A</b> Synchronized captions are provided for all live multimedia that contains audio (audio-only broadcasts, web casts, video conferences, etc.)</p>
1.2.5 Audio Description (Prerecorded) (Level AA)	<p><b>N/A</b> Audio descriptions are provided for all video content. NOTE: Only required if the video conveys content visually that is not presented via the audio track.</p> <p>While not required at level AA, WebAIM recommends descriptive transcripts instead of or in addition to audio descriptions for optimal accessibility.</p>
1.2.6 Sign Language (Prerecorded) (Level AAA)	<p><b>N/A</b> A sign language video is provided for all media content that contains audio.</p>

1.2.7 Extended Audio Description (Prerecorded) (Level AAA)	N/A When audio description cannot be added to video due to audio timing (e.g., insufficient pauses in the audio), an alternative version of the video with pauses that allow audio descriptions is provided.
1.2.8 Media Alternative (Prerecorded) (Level AAA)	N/A A descriptive text transcript is provided for all pre-recorded media that has a video track. For optimal accessibility, WebAIM strongly recommends transcripts for all multimedia content.
1.2.9 Audio-only (Live) (Level AAA)	N/A A descriptive text transcript (e.g., the script of the live audio) is provided for all live content that has audio.

### Guideline 1.3 Adaptable:

Create content that can be presented in different ways (e.g., simpler layout) without losing information or structure

Success Criteria	Recommendations
1.3.1 Info and Relationships (Level A)	<p><b>X</b> Semantic markup is used to designate headings (&lt;h1&gt;), regions/landmarks, lists (&lt;ul&gt;, &lt;ol&gt;, and &lt;dl&gt;), emphasised or special text (&lt;strong&gt;, &lt;code&gt;, &lt;abbr&gt;, &lt;blockquote&gt;, for example), etc. Semantic markup is used appropriately.</p> <p>Tables are used for tabular data and data cells are associated with their headers. Data table captions, if present, are associated to data tables.</p> <p>Text labels are associated with form input elements. Related form elements are grouped with fieldset/legend. ARIA labelling may be used when standard HTML is insufficient.</p>
1.3.2 Meaningful Sequence (Level A)	<p><b>✓</b> The reading and navigation order (determined by code order) is logical and intuitive.</p>
1.3.3 Sensory Characteristics (Level A)	<p>N/A Instructions do not rely upon shape, size, or visual location (e.g., "Click the square icon to continue" or "Instructions are in the right-hand column").</p> <p>Instructions do not rely upon sound (e.g., "A beeping sound indicates you may continue.").</p>
1.3.4 Orientation (WCAG 2.1 Level AA)	<p><b>✓</b> Orientation of web content is not restricted to only portrait or landscape, unless a specific orientation is necessary.</p>
1.3.5 Identify Input Purpose (WCAG 2.1 Level AA)	<p><b>✓</b> Input fields that collect certain types of user information have an appropriate autocomplete attribute defined.</p>
1.3.6 Identify Purpose (WCAG 2.1 Level AAA)	<p><b>X</b> HTML5 regions or ARIA landmarks are used to identify page regions.</p> <p>ARIA is used, where appropriate, to enhance HTML semantics to better identify the purpose of interface components.</p>

### Guideline 1.4 Distinguishable:

Make it easier for users to see and hear content including separating foreground from background

Success Criteria	Recommendations
1.4.1 Use of Colour (Level A)	<p><b>✓</b> Colour is not used as the sole method of conveying content or distinguishing visual elements.</p> <p>Colour alone is not used to distinguish links from surrounding text unless the contrast ratio between the link and the surrounding text is at least 3:1 and an additional distinction (e.g., underline) is provided when the link is hovered and receives focus.</p>
1.4.2 Audio Control (Level A)	<p>N/A A mechanism is provided to stop, pause, mute, or adjust volume for audio that automatically plays on a page for more than 3 seconds.</p>

1.4.3 Contrast (Minimum) (Level AA)	<b>X</b> Text and images of text have a contrast ratio of at least 4.5:1. Large text - at least 18 point (typically 24px) or 14 point (typically 18.66px) and bold - has a contrast ratio of at least 3:1.
1.4.4 Resize text (Level AA)	<b>✓</b> The page is readable and functional when the page is zoomed to 200%. NOTE: 1.4.10 (below) introduces a much higher requirement for zoomed content.
1.4.5 Images of Text (Level AA)	<b>✓</b> If the same visual presentation can be made using text alone, an image is not used to present that text.
1.4.6 Contrast (Enhanced) (Level AAA)	<b>X</b> Text and images of text have a contrast ratio of at least 7:1. Large text - at least 18 point (typically 24px) or 14 point (typically 18.66px) bold - has a contrast ratio of at least 4.5:1.
1.4.7 Low or No Background Audio (Level AAA)	<b>N/A</b> Audio with speech has no or very low background noise so the speech is easily distinguished.
1.4.8 Visual Presentation (Level AAA)	Blocks of text over one sentence in length: <b>X</b> Are no more than 80 characters wide. Are NOT fully justified (aligned to both the left and the right margins). Have adequate line spacing (at least 1/2 the height of the text) and paragraph spacing (1.5 times line spacing). Have a specified foreground and background colour. These can be applied to specific elements or to the entire page using CSS (and thus inherited by all other elements). Do NOT require horizontal scrolling when the text size is doubled.
1.4.9 Images of Text (No Exception) (Level AAA)	<b>X</b> Text is used within an image only for decoration (image does not convey content) OR when the information cannot be presented with text alone.
1.4.10 Reflow (WCAG 2.1 Level AA)	<b>✓</b> No loss of content or functionality occurs and horizontal scrolling is avoided when content is presented at a width of 320 pixels. o This requires responsive design for most web sites. This is best tested by setting the browser window to 1280 pixels wide and then zooming the page content to 400%. Content that requires horizontal scrolling, such as data tables, complex images (such as maps and charts), toolbars, etc. are exempted.
1.4.11 Non-text Contrast (WCAG 2.1 Level AA)	<b>N/A</b> A contrast ratio of at least 3:1 is present for differentiating graphical objects (such as icons and components of charts or graphs) and author-customised interface components (such as buttons, form controls, and focus indicators/outlines). The various states (focus, hover, active, etc.) of author-customised interactive components must all present 3:1 contrast.
1.4.12 Text Spacing (WCAG 2.1 Level AA)	<b>✓</b> No loss of content or functionality occurs when the user adapts text line height/spacing to 1.5 times the font size, paragraph spacing to 2 times the font size, word spacing to .16 times the font size, and letter spacing to .12 times the font size. This is best supported by avoiding pixel height definitions for elements that contain text.
1.4.13 Content on Hover or Focus (WCAG 2.1 Level AA)	<b>N/A</b> When additional content is presented on hover or keyboard focus: The newly revealed content can be dismissed (generally via the Esc key) without moving the pointer or keyboard focus, unless the content presents an input error or does not obscure or interfere with other page content. The pointer can be moved to the new content without the content disappearing. The new content must remain visible until the pointer or keyboard focus is moved away from the triggering control, the new content is dismissed, or the new content is no longer relevant.

## Principle 2: Operable

Interface forms, controls, and navigation are operable

### Guideline 2.1 Keyboard Accessible:

Make all functionality available from a keyboard

Success Criteria	Recommendations
2.1.1 Keyboard (Level A)	<b>X</b> All page functionality is available using the keyboard, unless the functionality cannot be accomplished in any known way using a keyboard (e.g., free hand drawing). Page-specified shortcut keys and accesskeys (accesskey should typically be avoided) do not conflict with existing browser and screen reader shortcuts.
2.1.2 No Keyboard Trap (Level A)	<b>✓</b> Keyboard focus is never locked or trapped at one particular page element. The user can navigate to and from all navigable page elements using only a keyboard.
2.1.3 Keyboard (No Exception) (Level AAA)	<b>X</b> All page functionality is available using the keyboard.
2.1.4 Character Key Shortcuts (WCAG 2.1 Level A)	<b>N/A</b> If a keyboard shortcut uses printable character keys, then the user must be able to disable the key command, change the defined key to a non-printable key (Ctrl, Alt, etc.), or only activate the shortcut when an associated interface component or button is focused.

### Guideline 2.2 Enough Time:

Provide users enough time to read and use content

Success Criteria	Recommendations
2.2.1 Timing Adjustable (Level A)	<b>N/A</b> If a page or application has a time limit, the user is given options to turn off, adjust, or extend that time limit. This is not a requirement for real-time events (e.g., an auction), where the time limit is absolutely required, or if the time limit is longer than 20 hours.
2.2.2 Pause, Stop, Hide (Level A)	<b>N/A</b> Automatically moving, blinking, or scrolling content (such as carousels, marquees, or animations) that lasts longer than 5 seconds can be paused, stopped, or hidden by the user. Automatically updating content (e.g., a dynamically-updating news ticker, chat messages, etc.) can be paused, stopped, or hidden by the user or the user can manually control the timing of the updates.
2.2.3 No Timing (Level AAA)	<b>N/A</b> The content and functionality have no time limits or constraints.
2.2.4 Interruptions (Level AAA)	<b>N/A</b> Interruptions (alerts, page updates, etc.) can be postponed or suppressed by the user.
2.2.5 Re-authenticating (Level AAA)	<b>N/A</b> If an authentication session expires, the user can re-authenticate and continue the activity without losing any data from the current page.
2.2.6 Timeouts (WCAG 2.1 Level AAA)	<b>N/A</b> Users must be warned of any timeout that could result in data loss, unless the data is preserved for longer than 20 hours of user inactivity.

## Guideline 2.3 Seizures:

Do not design content in a way that is known to cause seizures or physical reactions

Success Criteria	Recommendations
2.3.1 Three Flashes or Below Threshold (Level A)	<b>N/A</b> No page content flashes more than 3 times per second unless that flashing content is sufficiently small and the flashes are of low contrast and do not contain too much red.
2.3.2 Three Flashes (Level AAA)	<b>N/A</b> No page content flashes more than 3 times per second.
2.3.3 Animation from Interactions (WCAG 2.1 Level AAA)	<b>N/A</b> Users can disable non-essential animation and movement that is triggered by user interaction.

## Guideline 2.4 Navigable:

Provide ways to help users navigate, find content, and determine where they are

Success Criteria	Recommendations
2.4.1 Bypass Blocks (Level A)	<b>X</b> A link is provided to skip navigation and other page elements that are repeated across web pages.  A proper heading structure and/or identification of page regions/landmarks may be considered a sufficient technique. Because navigating by headings or regions is not supported in most browsers, WebAIM recommends a "skip" link (in addition to headings and regions) to best support sighted keyboard users.
2.4.2 Page Titled (Level A)	<b>✓</b> The web page has a descriptive and informative page title.
2.4.3 Focus Order (Level A)	<b>✓</b> The navigation order of links, form elements, etc. is logical and intuitive.
2.4.4 Link Purpose (In Context) (Level A)	<b>X</b> The purpose of each link (or form image button or image map hotspot) can be determined from the link text alone, or from the link text and its context (e.g., surrounding text, list item, table cell, or table headers).  Links (or form image buttons) with the same text that go to different locations are readily distinguishable.
2.4.5 Multiple Ways (Level AA)	<b>X</b> Multiple ways are available to find other web pages on the site - at least two of: a list of related pages, table of contents, site map, site search, or list of all available web pages.
2.4.6 Headings and Labels (Level AA)	<b>X</b> Page headings and labels for form and interactive controls are informative. Avoid duplicating heading (e.g., "More Details") or label text (e.g., "First Name") unless the structure provides adequate differentiation between them.
2.4.7 Focus Visible (Level AA)	<b>✓</b> It is visually apparent which page element has the current keyboard focus (i.e., as you tab through the page, you can see where you are).
2.4.8 Location (Level AAA)	<b>N/A</b> If a web page is part of a sequence of pages or within a complex site structure, an indication of the current page location is provided, for example, through breadcrumbs or specifying the current step in a sequence (e.g., "Step 2 of 5 - Shipping Address").
2.4.9 Link Purpose (Link Only) (Level AAA)	<b>X</b> The purpose of each link (or form image button or image map hotspot) can be determined from the link text alone.  There are no links (or form image buttons) with the same text that go to different locations.

2.4.10 Section Headings (Level AAA)	✓ Beyond providing an overall document structure, individual sections of content are designated using headings, where appropriate.
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## Guideline 2.5 Input Modalities:

Make it easier for users to operate functionality through various inputs beyond keyboard

Success Criteria	Recommendations
2.5.1 Pointer Gestures (WCAG 2.1 Level A)	N/A If multipoint or path-based gestures (such as pinching, swiping, or dragging across the screen) are not essential to the functionality, then the functionality can also be performed with a single point activation (such as activating a button).
2.5.2 Pointer Cancellation (WCAG 2.1 Level A)	✓ To help avoid inadvertent activation of controls, avoid non-essential down-event (e.g., onmousedown) activation when clicking, tapping, or long pressing the screen. Use onclick, onmouseup, or similar instead. If onmouseup (or similar) is used, you must provide a mechanism to abort or undo the action performed.
2.5.3 Label in Name (WCAG 2.1 Level A)	X If an interface component (link, button, etc.) presents text (or images of text), the accessible name (label, alternative text, aria-label, etc.) for that component must include the visible text.
2.5.4 Motion Actuation (WCAG 2.1 Level A)	N/A Functionality that is triggered by moving the device (such as shaking or panning a mobile device) or by user movement (such as waving to a camera) can be disabled and equivalent functionality is provided via standard controls like buttons.
2.5.5 Target Size (WCAG 2.1 Level AAA)	X Clickable targets are at least 44 by 44 pixels in size unless an alternative target of that size is provided, the target is inline (such as a link within a sentence), the target is not author-modified (such as a default checkbox), or the small target size is essential to the functionality.
2.5.6 Concurrent Input Mechanisms (WCAG 2.1 Level AAA)	✓ Content does not restrict input to a specific modality, such as touch-only or keyboard-only, but must support alternative inputs (such as using a keyboard on a mobile device).

## Principle 3: Understandable

Information and the operation of user interface must be understandable.

### Guideline 3.1 Readable:

Make text content readable and understandable

Success Criteria	Recommendations
3.1.1 Language of Page (Level A)	✓ The language of the page is identified using the HTML lang attribute (e.g., <html lang="en">).
3.1.2 Language of Parts (Level AA)	N/A The language of page content that is in a different language is identified using the lang attribute (e.g., <blockquote lang="es">).
3.1.3 Unusual Words (Level AAA)	N/A Words that may be ambiguous, unfamiliar, or used in a very specific way are defined through adjacent text, a definition list, a glossary, or other suitable method.
3.1.4 Abbreviations (Level AAA)	✓ The meaning of an unfamiliar abbreviation is provided by expanding it the first time it is used, using the <abbr> element, or linking to a definition or glossary.

3.1.5 Reading Level (Level AAA)	N/A A more understandable alternative is provided for content that is more advanced than can be reasonably read by a person with roughly 9 years of primary education.
3.1.6 Pronunciation (Level AAA)	N/A If the pronunciation of a word is vital to understanding that word, its pronunciation is provided immediately following the word or via a link or glossary.

## Guideline 3.2 Predictable:

Make Web pages appear and operate in predictable ways

Success Criteria	Recommendations
3.2.1 On Focus (Level A)	✓ When a page element receives focus, it does not result in a substantial change to the page, the spawning of a pop-up window, an additional change of keyboard focus, or any other change that could confuse or disorient the user.
3.2.2 On Input (Level A)	✓ When a user inputs information or interacts with a control, it does not result in a substantial change to the page, the spawning of a pop-up window, an additional change of keyboard focus, or any other change that could confuse or disorient the user unless the user is informed of the change ahead of time.
3.2.3 Consistent Navigation (Level AA)	✓ Navigation links that are repeated on web pages do not change order when navigating through the site.
3.2.4 Consistent Identification (Level AA)	✓ Elements that have the same functionality across multiple web pages are consistently identified. For example, a search box at the top of the site should always be labeled the same way.
3.2.5 Change on Request (Level AAA)	✓ Substantial changes to the page, the spawning of pop-up windows, uncontrolled changes of keyboard focus, or any other change that could confuse or disorient the user must be initiated by the user. Alternatively, the user is provided an option to disable such changes.

## Guideline 3.3 Input Assistance:

Help users avoid and correct mistakes

Success Criteria	Recommendations
3.3.1 Error Identification (Level A)	✓ Required form elements or form elements that require a specific format, value, or length provide this information within the element's label. Form validation errors are efficient, intuitive, and accessible. The error is clearly identified, quick access to the problematic element is provided, and the user can easily fix the error and resubmit the form.
3.3.2 Labels or Instructions (Level A)	✓ Sufficient labels, cues, and instructions for required interactive elements are provided via instructions, examples, properly positioned form labels, and/or fieldsets/legends.
3.3.3 Error Suggestion (Level AA)	✓ If an input error is detected (via client-side or server-side validation), suggestions are provided for fixing the input in a timely and accessible manner.
3.3.4 Error Prevention (Legal, Financial, Data) (Level AA)	N/A If the user can change or delete legal, financial, or test data, the changes/deletions can be reversed, verified, or confirmed.
3.3.5 Help (Level AAA)	N/A Instructions and cues are provided in context to help in form completion and submission.
3.3.6 Error Prevention (All) (Level AAA)	✗ If the user can submit information, the submission is reversible, verified, or confirmed.

## Principle 4: Robust

Content can be used reliably by a wide variety of user agents, including assistive technologies

### Guideline 4.1 Compatible:

Maximise compatibility with current and future user agents, including assistive technologies

Success Criteria	Recommendations
4.1.1 Parsing (Level A)	<b>X</b> Significant HTML/XHTML validation/parsing errors are avoided.
4.1.2 Name, Role, Value (Level A)	<b>✓</b> Markup is used in a way that facilitates accessibility. This includes following the HTML/XHTML specifications and using forms, form labels, frame titles, etc. appropriately. ARIA is used appropriately to enhance accessibility when HTML is not sufficient.
4.1.3 Status Messages (WCAG 2.1 Level AA)	<b>N/A</b> If an important status message is presented and focus is not set to that message, the message must be announced to screen reader users, typically via an ARIA alert or live region.

### Fails breakdown:

- 1.1.1: Twitter image in Navigation without ALT tag / Consecutive text and image links to the same resource in footer RHS links
- 1.3.1: Two headers of the same level with no content in between - Town Guide / Maps links
- 1.3.6: No ARIA landmarks
- 1.4.3: Contrast text in homepage news block #A158BB on #eeeeee has contrast: 3.91
- 1.4.6: Text contrast ration (**AAA**)
- 1.4.8: Block text (**AAA**)
  
- 2.1.1: Minutes accordion not in tab index
- 2.1.3: Minutes accordion not in tab index
- 2.4.1: No skip to content link
- 2.4.4: Link context e.g. view here and Twitter link missing
- 2.4.5: Site map required
- 2.4.6: Form controls without informative label
- 2.4.9: Link context e.g. read article
- 2.5.3: Label text
- 2.5.5: Form button / link buttons (**AAA**)
  
- 3.2.2: Form controls without a label
- 3.3.6: No confirmation on enquiry form
  
- 4.1.1: Parsing errors
- 4.1.1: Frames without titles - social media links on Minutes page