

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.

21st January 2020

Dear Councillor,

You are hereby summoned to attend a meeting of Bovey Tracey Town Council which will be held in the Baptist Church, Hind Street, Bovey Tracey on **Monday 27th January 2020 at 7.00pm** for the purpose of transacting the business as set out on the agenda below.

Please Note:

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

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

The Town Mayor will invite the Reverend Kevin Hooke to lead prayers for those who wish to take part before the meeting is opened.

AGENDA

- FC.20/01. **Apologies for absence**
To receive apologies for inability to attend.
- FC.20/02. **Declarations of Interest and Requests for Dispensations**
To declare any disclosable pecuniary interests or any other interest which members may have in the following agenda items and consider any dispensation requests.
- i) Dispensation for Councillors in respect of the Budget/Precept setting process.
- FC.20/03. **Minutes**
To receive and resolve as a correct record the minutes of the Town Council meeting held on 11.11.19 (*copy enclosed).
- FC.20/04. **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.

The meeting will go out of session

- FC.20/05. **Report of the Mayor's Chaplain**
To receive a report from the Mayor's Chaplain.
- FC.20/06. **Report of the Police**
To receive the Police Report.
- FC.20/07. **Questions and Statements by the Public**
In accordance with Standing Order 3F, the Town Mayor will invite Members of the Public present to ask questions or make statements. Please note: it is helpful for questions to be submitted in writing please, to arrive at the Council Office by 12 noon on the day of this meeting. A maximum period of 3 minutes will be permitted for any person wishing to ask a question, make a statement or give evidence to the Council.
- FC.20/08. **County, District and Town Councillor Reports**
To receive any reports on matters affecting the parish.
- FC.20/09. **Representation on Outside Bodies:**
To receive verbal reports from Members representing the Town Council on outside bodies, where appropriate.

The meeting will go back into session

- FC.20/10. **Business Raised by the Public:**
To resolve to refer any business raised by the public in public discussion and any other matters or items of information from Councillors, to the appropriate Committee or to resolve to agree on any other action.
- FC.20/11. **Recreation, Parks & Property Committee (RP&P) Committee:**
i) To receive and adopt the minutes of the meeting held on 9.12.19 (**draft copy enclosed*).
ii) To consider appointing a lead Councillor to assist with arrangements for the 2020 South West in Bloom entry. (RP&P.19/66)
iii) To consider supporting a commemorative event on Sunday 16th August 2020 for the 75th anniversary of VJ Day. (RP&P.19/71).
- FC.20/12. **Finance, Resources & General Purposes (FR&GP) Committee:**
i) To receive and adopt the minutes of the meeting held on 13.1.20 (**draft copy enclosed*).
ii) To adopt the draft budget for 2020/21 (**copy enclosed*) (FR&GP.20/06i).
iii) To approve the setting of the Precept at £242,150.00 for 2020/21 (FR&GP.20.06ii).
- FC.20/13. **Planning Committee:**
i) To receive and adopt the minutes of the meetings held on 25.11.19, 9.12.19 (**copies enclosed*) & 13.1.20 (**draft copy enclosed*).
- FC.20/14. **The Town Mayor's Interests:**
To receive and note the Town Mayor's engagements/announcements (**copy enclosed*).
- FC.20/15. **Community Awards – Honorary Representative of the Lord of the Manor:**
To receive the consultation results (**copy enclosed*) and consider any further action as appropriate.

- FC.20/16. **Climate Emergency:**
To receive and consider any updates or actions in relation to the Climate Emergency Declaration.
- FC.20/17. **Neighbourhood Development Plan:**
To receive and consider any updates or actions in relation to the Bovey Parish Neighbourhood Plan.
- FC.20/18. **Community Centre Development:**
i) To receive and consider any updates or actions in relation to the Community Centre development.
ii) To receive and approve contract payments/variations as appropriate.
- FC.20/19. **Programme of Meetings 2019/20:**
i) To consider adopting a revised programme for the remainder of 2019/20 (**copy enclosed*).
ii) To consider and agree the format of the Annual Town Meeting on 25th March 2020 (**copy of draft agenda enclosed*).
- FC.20/20. **Risk assessment of Financial & Non Financial Internal Controls:**
To consider the updated Risk Assessment of Financial and Non-Financial Internal Controls – January 2020 (**copy enclosed*). This represents the Town Council's Internal Control document.
- FC.20/21. **Royal Garden Party 2020 – Nomination:**
To consider a Buckingham Palace Garden Party nomination (**copy of criteria enclosed*).
- FC.20/22. **Rural/ Market Town Group:**
To consider joining the Rural/Market Town Group, established by the Rural Services Network (**report enclosed*).
- FC.20/23. **Extension to Six Month Rule – COUNCILLOR ABSENCE:**
To receive and consider a report from the Town Clerk (**report enclosed*).

SIGNED.......... DATE...20/01/2020.....

M WELLS
TOWN CLERK

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

Reminder for Members:

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

**BOVEY TRACEY TOWN COUNCIL MEETING HELD AT THE COMMUNITY CENTRE,
CANNON ROAD, HEATHFIELD ON MONDAY 11TH NOVEMBER 2019 AT 7.00PM**

Present:

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

Cllr A Allen	Cllr D Fletcher
Cllr J Arnold	Cllr E Kelly
Cllr R Bradshaw	Cllr A J Kerswell*
Cllr J Cole	Cllr O Mills
Cllr D K Elphick	Cllr K Morgan-West

**County Cllr

*District Cllr

In attendance:

Mr M Wells – Town Clerk
Mrs L Warren – Assistant to the Town Clerk
Rev K Hooke – Town Mayor’s Chaplain
District Cllr S Morgan
One member of the press
Seven members of the public

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

FC.19/75. Apologies for absence:

Cllr U Arnold – Leave
Cllr S Brooke – Leave
Cllr S Light – Work commitment

FC.19/76. Declarations of Interest and Requests for Dispensations:

Cllr Gribble (Devon County Council member) declared an interest in FC.19/87 Planning Committee, ii) Pedestrian safety.

FC.19/77. Minutes:

The minutes of the Town Council meeting held on 16.9.19 (*copy previously circulated) were confirmed as a true record and were duly signed by the Town Mayor.

FC.19/78. 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 environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

The meeting went out of session

FC.19/79. Report of the Mayor's Chaplain:

Rev Hooke advised that the Methodist Church is celebrating its 50th anniversary in the current church. Celebrations will take place on 16th and 17th November and all are welcome to attend.

FC.19/80. Report of the Police:

A copy of the Neighbourhood Police report for the period 17th to 30th September 2019 was circulated.

Cllr Morgan-West joined the meeting at 7.05pm.

FC.19/81. Questions and Statements by the Public:

Mr D Mcgilvray distributed copies of a report entitled "World Scientists' Warning of a Climate Emergency". He considered it is an informative article and encouraged Councillors and members of the public to read it.

Mr P Beecher (Residents' Association):

- i) Noted the good attendance at the Remembrance Services and thanked all those involved.
- ii) Enquired on the Christmas Lights switch-on date. It was noted that this will take place on 7th December.
- iii) Referred to a recent article in the Sunday Times which noted the decline in the economy in Teignbridge and the number of vacant shops in Newton Abbot. Mr Beecher advised that Sally Henley, Newton Abbot Town Centre Manager, had responded.
- iv) Referred to the proposed highway proposals at Station Road crossing to the Riverside Co-op. He considered the proposal could increase congestion around the Le Molay-Littry Way junction.

FC.19/82. County, District and Town Councillor Reports:

DCC, TDC & Town Cllr Gribble:

- i) Advised that the Carnival Committee is holding a further meeting on 18th November when it is hoped a new committee will be formed.
- ii) Referred to the proposed closure of Monks Way and suggested that the works could be delayed until after the Christmas and New Year break.
- iii) Noted that he is progressing the refurbishment of the Station Road roundabout.
- iv) Advised that the Wray Valley Trail and the Teign Estuary Trail will hopefully open in March 2020.

TDC Cllr Kerswell noted that she had attended regular meetings.

TDC Cllr Morgan:

- i) Noted that she had attended regular meetings
- ii) Referred to the proposed closure of Monks Way and advised that she has received representations from many residents regarding the traffic congestion this will create and offered support to address the issue.
- iii) Reported the major traffic issues that occur on Clay Lane bridge.
- iv) Advised that residents are steadily progressing to seek support and funding towards the purchase of the National Trust land near Bonds Meadow. She noted that the site is very overgrown and is specie diverse.

Cllr Kerswell:

- i) Advised that she had attended regular BTTC planning meetings.
- ii) Noted that the wild flower planting project had commenced with planting on the verge on Le Molay-Littry Way.
- iii) Noted the good attendance at the Remembrance Services.

Cllr Elphick advised that the Heritage Trust will hold its AGM on 26th November. More volunteers are needed for next season.

Cllr Kelly:

- i) Referred to the proposed closure of Monks Way.
- ii) Advised that people have fallen in Mary Street Car Park due to the gradient and surface conditions during inclement weather.

Cllr Allen:

- i) Thanked Cllrs J Arnold, Brooke and Kerswell for progressing the wildflower planting on the verges.
- ii) Noted favourably the excellent rural skip service provided by TDC.

Cllr J Arnold advised that the wild flower planting along Le Molay-Littry Way is a test area. It is programmed to plant the other three areas next year.

FC.19/83. Representation on Outside Bodies:

Bovey Tracey Exhibition Foundation Trust – Cllr Kerswell advised that grants have been issued to local students.

The meeting returned to session

FC.19/84. Business Raised by the Public:

Following reference to:

- i) World Scientists' Warning of Climate Change.
 - ii) The newspaper article mentioning Teignbridge.
- It was noted that both articles will be circulated to Councillors.

FC.19/85. Recreation, Parks & Property Committee (RP&P) Committee:

- i) The minutes of the meeting held on 14.10.19 (**draft copy previously circulated*) were received and adopted.

FC.19/86. Finance, Resources & General Purposes (FR&GP) Committee:

- i) The minutes of the meeting held on 28.10.19 (**draft copy previously circulated*) were received and adopted.

- ii) Members considered a recommendation to adopt new National Association of Local Council's (NALC) financial regulations (**copy previously circulated*) (FR&GP.19/70). The Town Clerk confirmed that the model document had been reviewed and minor amendments made.

Resolved:

To adopt the document.

FC.19/87. Planning Committee:

i) The minutes of the meetings held on 30.9.19, 14.10.19 (**copies previously circulated*) & 28.10.19 (**draft copy previously circulated*) were received and adopted.

ii) Pedestrian safety – Station Road crossing to Riverside Co-op: Members considered a recommendation to accept a draft proposed scheme (**copy previously circulated*) and to commission a Stage 1 Safety Audit. (PL.19/103). A discussion took place where it was noted that the proposals are in draft form.

Resolved:

To undertake a Stage 1 Safety Audit. The results to be referred back to the Committee to further consider if the draft proposed scheme is acceptable.

FC.19/88. The Town Mayor's Interests:

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

22 nd September	Road name plaque unveiling	Centenary Way Bovey Tracey
6 th October	Civic Service	St Paul's Church Newton Abbot
23 rd October	800 th Market Charter Anniversary Celebrations (Official opening)	Bovey Tracey
10 th November	Remembrance Service	St Peter, Paul & Thomas of Canterbury Church Bovey Tracey
11 th November	Remembrance Service	Town War Memorial Bovey Tracey

FC.19/89. Fairtrade Town Status:

Members considered nominations for a Town Council representative (**copy of action plan previously circulated*). The Town Clerk advised that Mr C Robillard is prepared to continue as co-ordinator. It was noted that meetings are held on a quarterly basis. Cllr Morgan-West offered to be the Town Council representative.

Resolved:

To appoint Cllr Morgan-West as the Town Council's representative, to support Mr Robillard who will continue as the main co-ordinator.

FC.19/90. Climate Emergency:

Cllr Fletcher provided an update in relation to the Climate Emergency Declaration. She noted that a Facebook page has been set up providing hints and tips. The Town Council is transferring its utilities to a green energy supplier whilst saving an average 5% p.a. Cllr Morgan-West is progressing setting up a repair shop. Volunteers are needed to carry out repairs. A public meeting will take place on 2nd December at the Whisky Distillery where a talk entitled "How to manage plastic in the region" will take place. A free advice service for gardeners has recently been launched. Volunteers are needed to

assist. Cllr Mills advised that consideration is being given to the feasibility of setting up a Co-wheels Car Club. Cllr Kerswell advised that Lloyd Maunder Butchers now sells milk in a bottle that can be brought back for further purchases.

FC.19/91. Neighbourhood Development Plan:

Cllr Bradshaw provided an update. He noted the timescales and advised that the pre-submission consultation period and the statutory consultation period of the plan will each add an additional six weeks to the timescale.

FC.19/92. Community Awards:

Members considered a report, produced by Cllr Allen, outlining the proposed awards (**copy previously circulated*). Cllr Allen presented the report.

Proposed award categories:

- 1) Lifetime Voluntary Service Award (currently designated Honorary Representative of the Lord of the Manor of Bovey Tracey). Proposed lead Councillor: Cllr Brooke.
- 2) Young Citizen of the Year. Proposed lead Councillor: Cllr Allen.
- 3) Volunteer or Voluntary Group of the Year. Proposed lead Councillor: Cllr Morgan-West.
- 4) Business of the Year. Proposed lead Councillor: Cllr U Arnold (subject to availability).
- 5) Good Neighbour of the Year. Proposed lead Councillor: Cllr Cole.
- 6) Environmental Champion of the Year. Proposed lead Councillor: Cllr Fletcher.

Members considered:

- i) Renaming the award of Honorary Representative of the Lord of the Manor with Lifetime Voluntary Service Award. The holder may be known as the Honorary Representative if they so wish.

A discussion took place regarding the proposed Lifetime Voluntary Service Award (currently designated Honorary Representative of the Lord of the Manor of Bovey Tracey).

Resolved:

To retain the Honorary Representative of the Lord of the Manor of Bovey Tracey title for the forthcoming year. To invite the views of parishioners and report back for further discussion.

- ii) To approve the application, nomination and award process.

Resolved:

To approve the application, nomination and award process as set out in the report.

iii) To seek confirmation or alternative nominations for lead Councillors for each of the awards

Resolved:

To approve the nominations for lead Councillors as reported.

The meeting closed at 7.56pm

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 25TH NOVEMBER 2019 AT 6.30PM

Present:

Cllr J Arnold
Cllr U Arnold
Cllr R Bradshaw

Cllr E Kelly
Cllr A J Kerswell*

In attendance:

Cllr A Allen
Mr M Wells – Town Clerk
Two members of the public

**County Cllr
*District Cllr

The meeting was chaired by Cllr Kelly

Interests declared: None

PL.19/106 Apologies for absence:

Cllr S Brooke – Leave
Cllr S Light - Work commitment

****Public Participation:**

Mr P Beecher (Residents' Association) spoke reference item PL.19/111 (Footpath 8) raising concerns from members of the public reference the proposed stopping-up/relocation.

PL.19/107 Minutes:

The minutes of the meeting of 28th October 2019 (**copy previously circulated*) were confirmed as a correct record and were approved.

PL.19/108 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 environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

PL.19/109 Consideration of Planning Applications:

DNPA Applications listed to 18.10.19:

- a) **0476/19** Variation of condition 2 of approved planning consent 0168/19 to reduce the size of the extension at Tor Reach, 10 Hawkmoor Parke.
Observations: No objection.

TDC Applications listed to 25.10.19:

- b) **19/02003/FUL** First floor rear extension at Ashwell Cottage, Trough Lane.
Observations: No objection.
- c) **19/02017/TPO** Crown lift six oak trees and height reduce one birch at land known as the Old Bowling Green, Haytor View, Heathfield.
Observations: Referred to TDC's Arboricultural Officer.

DNPA Applications listed to 25.10.19: None

TDC Applications listed to 1.11.19:

- d) **19/01878/FUL** Erection of first floor extension on east elevation, new rear porch and window (north elevation) and alterations/replacement glazing in conservatory at Little Whitstone.
Observations: No objection.

Cllr U Arnold joined the meeting at 6.44pm.

- e) **19/02029/ADV** Painted sign on east elevation at 1 Station Road.
Observations: The Town Council did not support this proposal as the lettering appears to be too large and suggested that perhaps a different font should be considered. As the property is in the conservation area the sign needs to be aesthetically pleasing.

DNPA Applications listed to 1.11.19: None

TDC Applications listed to 8.11.19:

- f) **19/02146/CAN** Fell one mountain ash at Little St Katherines, East Street.
Observations: Referred to TDC's Arboricultural Officer.

DNPA Applications listed to 8.11.19:

- g) **0512/19 (LBC)** Conversion of barn for holiday use at Plumley Barn, Forder Lane.
Observations: To request an extension and defer to the next meeting in order to understand the Conservation Officer's views.

TDC Applications listed to 15.11.19:

- h) **19/02215/MAJ** Variation of condition 19 (plans condition) on application 17/01821/MAJ affecting plots 152 to 159 to area known as phase D, to allow site layout and house type change at land to west of Monks Way.
Observations: No objection on the proviso that there is no reduction in floor area to the affected affordable dwellings.
- i) **19/02220/TPO** Removal of eight conifers at 10 Redwoods.
Observations: Referred to TDC's Arboricultural Officer.

PL.19/110 Planning Decisions: Noted

a) Approvals:

TDC:

- i) Reduce height of four conifers by half and prune where overhanging neighbouring garden 10 Redwoods. (Ref'd)
- ii) Part demolition of former British Ceramic Tile (BCT). Demolition areas to include: spray dryer; goods-in and mill area; processing; shop; storage and mezzanine bay; external plant/enclosures and 1/2 bay of warehouse subject to end user at BCT Ltd, Old Newton Road. (N/O)
- iii) Demolition of attached garage and construction of single storey extension to front and single storey extension to rear at The Vicarage, Coombe Cross. (N/O)
- iv) Crown lift one oak tree (T16) to 5m from ground level at 31 Rendells Meadow. (N/C)

Split Decision - Part Approval & Part Refusal:

Refusal:

Felling of Monterey pine and black pine.

Approval:

Crown reduce southern stem of one eucalyptus by 3m. Fell one oak tree at Devon House, Devon House Drive. (Ref'd)

DCC:

- i) New profiled metal clad portal frame building for de-watering/treatment plant at K J Howard Civil Engineering, King Charles Business Park, Old Newton Road, Heathfield. (N/O)

b) Refusals:

TDC:

- i) Reduce height of six oak trees by 10m and prune overhanging branches at land to the rear of 1, 2 & 3 St Catherine's Cottages, Brow Hill. (Ref'd)

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

PL.19/111 Stopping-up of a Section of the Public Right of Way known as Bovey Tracey Footpath 8 and Creation of New Alternative Section of Footpath:

Members reviewed correspondence from Teignbridge District Council (**copy previously circulated*) and considered action as appropriate.

Resolved:

To reply stating that the Town Council does not agree to the withdrawal of comments previously submitted as these remain valid.

**PL.19/112 General Planning Matters brought forward by Councillors:
(For information only).**

Cllr Kerswell noted feedback from a number of parishioners which has been negative towards the Riverside Co-op crossing proposals. Cllr U Arnold noted that

the commissioned Stage 1 Safety Audit would highlight any issues for further consideration.

Cllr Kelly highlighted a new sign at Choy's Chinese Takeaway and suggested it should be checked to ensure that it falls within Advertisement Consent Regulations.

The meeting closed at 7.14pm.

**PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 9TH DECEMBER 2019 AT 6.30PM**

Present:

Cllr U Arnold
Cllr R Bradshaw

Cllr E Kelly
Cllr A J Kerswell*

In attendance:

Cllr A Allen
Cllr G J Gribble**/*
Mr M Wells – Town Clerk
One member of the press
Two members of the public

**County Cllr

*District Cllr

The meeting was chaired by Cllr Kelly

Interests declared: None

PL.19/113 Apologies for absence:

Cllr J Arnold – Personal commitment
Cllr S Brooke – Leave
Cllr S Light – Work commitment

****Public Participation:**

Mr P Beecher (Residents' Association) thanked Mr Mark Wells (Town Clerk), Cllrs Gribble and Allen for attending a recent Bovey Tracey Activities Trust meeting. He wished Town Councillors and staff a Happy Christmas and New Year.

PL.19/114 Minutes:

The minutes of the meeting of 25th November 2019 (**copy previously circulated*) were confirmed as a true record and were approved.

PL.19/115 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 environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

PL.19/116 Consideration of Planning Applications:

DNPA Applications listed to 8.11.19:

Deferred item

- a) **0512/19 (LBC)** Conversion of barn for holiday use at Plumley Barn, Forder Lane.
Observations: To defer to the Planning Meeting on 13th January 2020.

DNPA Applications listed to 15.11.19: None

TDC Applications listed to 22.11.19:

- b) **19/02223/FUL** Widening of entrance to the right-hand garage and remove some of the breeze block partition wall, new lintels/steel beams at 9 Pound Place, East Street.

Observations: No objection.

DNPA Applications listed to 22.11.19: None

TDC Applications listed to 29.11.19:

- c) **19/02144/FUL** Photovoltaic panels to be mounted on the detached art studio roof at Little Wolleigh.

Observations: No objection.

- d) **19/02232/FUL** Porch at 31 Five Acres, New Park.

Observations: No objection.

- e) **19/00137/MAJ** Hybrid planning application comprising a full application for 64 dwellings, together with access, landscaping, open space and associated infrastructure and an outline application for 3 self/custom build plots with all matters reserved except for access at land at Moretonhampstead Road/Monks Way. The application affects a Public Right of Way.

Observations: To defer to the Planning Meeting on 13th January 2020.

PL.19/117 Planning Decisions: Noted.

a) Approvals:

TDC:

i) Change of use from B8 (storage or distribution) to B2 (general industrial) and B8 (storage or distribution) at Unit 2, Roundhead Road. (N/O)

ii) Erection of first floor extension on east elevation, new rear porch and window (north elevation) and alterations/replacement glazing in conservatory at Little Whitstone. (N/O)

iii) Construction of first floor rear extension over existing parking area at 8 Cannon Road, Heathfield Industrial Estate. (N/O)

b) Refusals: None

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

PL.19/118 General Planning Matters brought forward by Councillors: None
(For information only).

The meeting closed at 6.44pm

RECREATION., PARKS & PROPERTY & PROPERTY COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 9TH DECEMBER 2019 AT 7PM

Present:

Cllr A Allen
Cllr J Cole

Cllr D K Elphick
Cllr K Morgan-West

In attendance:

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

**County Cllr
*District Cllr

The meeting was chaired by Cllr Allen

Interest declared: None

RP&P.19/62 Apologies for Absence:

Cllr J Arnold – Personal commitment
Cllr S Brooke – Leave
Cllr S Light – Work commitment

****Public Participation:** None

RP&P.19/63 Minutes:

The minutes of the meeting of 14th October 2019 (**copy previously circulated*) were confirmed as a correct record and were approved.

RP&P.19/64 Standing Item – Climate Emergency:

Members noted the Council Declaration and will 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.

RP&P.19/65 Highway Verges – Grass Cutting - 2020/21:

Members considered the continuation of highway verge grass cutting for 2020/21 (**copy of draft agreement previously circulated*). The Town Clerk provided an update.

Resolved:

To renew the Urban Highway Grass Cutting Agreement with DCC for 2020/21 and to continue with the services of the current contractor.

RP&P.19/66 South West in Bloom:

Members received and noted feedback from the 2019 judging (**copy previously circulated*) and considered entering the competition in 2020.

Resolved:

To enter the competition in 2020. To place an item on the Full Council agenda to seek a nominee to assist Mr R Taylor with the competition arrangements.

RP&P.19/67 Community Centre Development:

Members received and noted the Contractor's Monthly Report number 01 (**copy previously circulated*). The Town Clerk provided an update on progress. Members considered delegating power to the Town Clerk to manage leaseback arrangements when relocating the garage/workshop.

Resolved:

To delegate power to the Town Clerk to manage leaseback arrangements.

RP&P.19/68 Quantified Tree Risk Assessment (QTRA)/Ash Die Back:

Members considered undertaking surveys on Council owned land. The Town Clerk provided an update. He noted that there is evidence that some trees are affected by ash die back and therefore it would be useful to undertake a joint survey.

Resolved:

To undertake the surveys as set out above.

RP&P.19/69 Nourish Festival 2020 – Use of Bullands Field and Mill Marsh Park:

Members considered a request on behalf of the Nourish Festival to use Mill Marsh Park and Bullands Field for parking of vehicles on Saturday 29th August 2020. A discussion took place.

Resolved:

To grant the request in principle subject to the Festival organisers marshalling the parking arrangements and ensuring that no vehicles are parked on the rugby pitch at Bullands Field. To request that the Devon Sharks do not schedule a rugby game on the day. Arrangements subject to weather conditions.

RP&P.19/70 Erosion – Mill Marsh Park:

Members considered appropriate action. The Town Clerk provided further information on three suggested schemes. Following a discussion it was considered that Scheme A was acceptable providing this met with the requirements of the Environment Agency.

Resolved:

To refer to Finance, Resources and General Purposes Committee for financial consideration.

RP&P.19/71 VJ Day – 75th Anniversary:

Members considered a request (**copy previously circulated*) to undertake activities to recognise the 75th Anniversary. It was noted that Rev G Hamilton at PPT Church is prepared to arrange a service.

Resolved:

To request a detailed proposal of the service from Rev Hamilton and then refer the matter to Full Council for consideration.

RP&P.19/72 Matters brought forward by the Town Clerk & Councillors: (for information)

Cllr Cole advised that Bovey Tracey Primary School would like to use Bullands Field for a cross-country event on 18th March 2020. The Town Clerk recommended that the School write/email the request for consideration by the Committee.

Cllr Allen:

- i) Thanked Cllr Cole for arranging the Christmas Lights Switch-on event.
- ii) Advised that an experienced representative of the Life on the Verge Group has identified various locations in the parish suitable for tree planting. A National Lottery bid for tree funding has been successfully awarded to the Devon Wildlife Trust.

The meeting closed at 7.55pm.

**PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 13TH JANUARY 2020 AT 6.30PM**

Present:

Cllr J Arnold
Cllr U Arnold
Cllr A J Kerswell*

In attendance:

Cllr A Allen
Cllr G J Gribble**/*
Mr M Wells – Town Clerk
Mrs L Warren – Assistant to the Town Clerk
Six members of the public
One member of the press

**County Cllr

*District Cllr

In the absence of the Chairman and Vice Chairman of the Committee it was agreed that Cllr Kerswell would chair the meeting.

Interests declared:

Cllr Gribble declared a personal interest in 19/02490/FUL (Cricket Club member).

PL.20/01 Apologies for absence:

Cllr R Bradshaw - Personal commitment
Cllr S Brooke - Leave
Cllr E Kelly - Work commitment
Cllr S Light – Work commitment

****Public Participation:**

Mr A Payne spoke stating his objections to the proposed development at Moretonhampstead Road/Monks Way (19/00137/MAJ). He noted the lack of a landscape plan for the whole site. He considered the cycle route to town was unsafe. He also expressed his concern regarding the future loss of trees indicated in phase 3.

Mr P Beecher (Residents' Association) referred to the proposed development at Moretonhampstead Road/Monks Way and advised that local residents are concerned that no building work should take place on the Public Right of Way.

Mr A Bunn also spoke stating his objections to the proposed development at Moretonhampstead Road/Monks Way. He noted the impact this development would have on local infrastructure.

PL.20/02 Minutes:

Cllr Allen advised that his attendance at the meeting had been omitted. Following noting this, the minutes of the meeting of 9th December 2019 (**copy previously circulated*) were confirmed as a correct record and were approved.

PL.20/03 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

environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

PL.20/04 **Consideration of Planning Applications:**

DNPA Applications listed to 29.11.19:

Deferred item

- a) **0512/19(LBC)** Conversion of barn for holiday use at Plumley Barn, Forder Lane.
Observations: No objection providing the proposal is to the satisfaction of the Conservation Officer.

TDC Applications listed to 6.12.19:

- b) **19/02431/TPO** In Woodland Area W3 fell one Douglas fir and crown lift one douglas fir to 5m from ground level at land adjacent to Templer Place.
Observations: Referred to TDC's Arboricultural Officer.

Withdrawn application (Noted)

- c) **19/01990/FUL** Dormer window with Juliet balcony to replace roof window at 11 Heathfield House, Ashburton Road.

DNPA Applications listed to 6.12.19: None

TDC Applications listed to 13.12.19:

- d) **19/02490/FUL** Extension and alterations to provide female changing room, showers, disabled toilet facility and machine store with associated works at Bovey Tracey Cricket Club, Recreation Ground, Newton Road.
Observations: No objection. It was noted that the Town Council is the landowner.

DNPA Applications listed to 13.12.19: None

TDC Applications listed to 20.12.19:

- e) **19/00137/MAJ** Hybrid planning application comprising a full application for 64 dwellings, together with access, landscaping, open space and associated infrastructure and an outline application for 3 self/custom build plots with all matters reserved except for access at land at Moretonhampstead Road/Monks Way. The application affects a Public Right of Way.
Observations: The Town Council objects to the proposal on the following grounds:
i) Highway safety – Concerns around access to phase 1 from Monks Ways, turning across the traffic on an already narrow section of road. In addition, the generation of increased traffic along Mary Street (narrow with very few passing points).
ii) Private highways – Concerns were expressed with the amount of private highways proposed (e.g. non County Council adopted highways) and the numbers of housing served from these private highways requiring residents to take their refuse to and from the public highway for collection.
iii) Inadequate infrastructure – the Planning Statement makes reference to available facilities such as banks (none in Bovey), primary school and doctors' surgery (both already at capacity).
iv) Public transport – Reference is made to easy access to public transport. There is a lack of public transport serving this particular area of the parish.
v) Loss of trees – Concerns raised over the amount of trees affected, either being pruned or removed.
vi) Effect on listed building – The development will have a negative impact on the neighbouring listed buildings (Atway Farm and Cottages).
vii) Affordable housing – The application refers to a target of 30% to be delivered. Councillors are concerned that as this is only a target, it may well not be achieved.

If Teignbridge is minded to approve the application, Town Councillors would like to see rigorous conditions protecting remaining trees etc. on site, in addition to appropriate conditions to ensure the deliverability of affordable housing.

Cllr Kerswell confirmed that she will ensure the application is referred to TDC's Planning Committee.

- f) **19/02515/FUL** Creation of new mezzanine floor, new staircase and boiler and the change of use from retail to retail and office at 24 Battle Road, Heathfield Industrial Estate, Heathfield.
Observations: No objection.

TDC Applications listed to 3.1.20:

- g) **19/02573/TPO** Prune or fell trees of various species along the fence line within Area A5, as itemised in the submitted tree report, at BCT Ltd, Newton Road, Heathfield.
Observations: Referred to TDC's Arboricultural Officer.

PL.20/05 Planning Decisions: Noted.

a) Approvals:

TDC:

- i) Single storey rear extension and replacement front first floor windows, painted signage, rendering works and replacement canopy at 1 Station Road. (N/O)
- ii) Painted sign on east elevation at 1 Station Road. (O)
- iii) Crown lift six oak trees and height reduce one birch at land known as the Old Bowling Green, Haytor View, Heathfield. (Ref'd)
- iv) Prune lower limb of one oak tree in Area A3 to clear summerhouse at La Rosta, Brimley Road. (Ref'd)
- v) Fell one mountain ash at Little St Katherines, East Street. (Ref'd)
- vi) Fell one diseased beech tree at BCT Ltd, Old Newton Road, Heathfield. (N/C)
- vii) Removal of 8 conifers at 10 Redwoods. (Ref'd)
- viii) Porch at 31 Five Acres. (N/O)

DNPA:

- i) Variation of condition 2 of approved planning consent 0168/19 to reduce the size of the extension at Tor Reach, 10 Hawkmoor Parke. (N/O)

b) Refusals:

TDC:

- i) First floor rear extension at Ashwell Cottage, Trough Lane. (N/O)

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

PL.20/06 General Planning Matters brought forward by Councillors:
(For information only).

Cllr U Arnold:

- i) Enquired on progress regarding the Traffic Management Plan. Cllr Gribble advised that it should be considered by DCC at the HATOC meeting on 5th March 2020.
- ii) Enquired on progress regarding the safety audit at the Riverside Co-op. The Town Clerk advised that feedback should be available at the next meeting.

The meeting closed at 7.05pm.

**FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 13TH JANUARY 2020 AT 7.10PM**

Present:

Cllr A Allen
Cllr D Fletcher
Cllr G J Gribble**/*

In attendance:

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

**County Cllr

*District Cllr

The meeting was chaired by Cllr Fletcher

Interests Declared: None.

FR&GP.20/01 Apologies for absence:

Cllr R Bradshaw – Personal commitment
Cllr S Brooke – Leave
Cllr D K Elphick – Unwell

****Public Participation:**

Mr P Beecher (Resident's Association) spoke in favour of any increase to the precept for 2020/21 to be minimal.

FR&GP.20/02 Minutes:

The minutes of the meeting of 28th October 2019 (**copy previously circulated*) were confirmed as a correct record and were approved.

FR&GP.20/03 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 environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

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

Members received and approved:

i) payment and receipt transactions between 19th October 2019 and 31st December 2019 (**copy previously circulated*)

ii) bank reconciliation between 19th October 2019 and 6th January 2020 (**copy previously circulated*).

iii) and noted 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)
Business Bank Instant A/C:	£ 21,352.06	(as at 06.01.20)

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

Following clarification from the Town Clerk, Members noted the Town Council's Quarter 3 budget monitoring statement as at 31st December 2019 (**copy previously circulated*).

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

Members considered the draft Budget & Precept for 2020/21. The Town Clerk clarified the variations.

Resolved:

To recommend to Full Council:

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

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

Members received and noted the interim audit observations 2019/20 (**copy previously circulated*).

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

Members received and considered a deferred item (RP&P.19/70) – request for funding of £3585.00 (**copy previously circulated*). It was noted that three quotations had been received.

Resolved:

To accept Quotation i) in the sum of £3,585.00 +VAT. To explore funding sources such as grants etc to meet the cost. Any remaining balance to be met from reserves.

FR&GP.20/09 Website Accessibility Regulations:

Members received a report on the accessibility of the Council website (**copy previously circulated*) and considered any further action as appropriate. The Town Clerk provided an update. It was noted that there are no budget implications as the relevant improvements will be covered within the annual support fee.

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

Members considered a recommendation from the Personnel Committee for the Town Council to obtain a separate PAYE/Accounts Office reference. The Town Clerk provided an update.

Resolved:

To obtain a separate PAYE/Accounts Office reference.

FR&GP.20/11 Matters brought forward by Councillors: (*for information only*).

Cllr Allen enquired that in the light of climate emergency should the sustainability credentials of providers be a consideration. The Town Clerk advised that this could possibly be researched with the assistance of the Climate Action Group.

The meeting closed at 7.44pm.

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
8/11/2019	Peregrine Mears Architects Ltd	907	-2,832.00		-472.00	1250	250	-2,360.00	Fees - stage 4B & 4C
8/11/2019	Peregrine Mears Architects Ltd	907	2,832.00		472.00	4250	250	2,360.00	Fees - stage 4B & 4C
8/11/2019	Rialtas Business Solutions	908	70.80		11.80	4190	200	59.00	Service
9/11/2019	Devon Contract Waste Ltd	909	17.52		2.92	4540	500	14.60	Waste collection
9/11/2019	TRBL Poppy Appeal	910	18.50			4190	200	18.50	Wreath
1/11/2019	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
1/12/2019	IAC Audit & Consultancy Ltd	427	462.00		77.00	4190	200	385.00	Interim audit
1/12/2019	Viking	922	108.32		7.89	4190	200	100.43	Goods
1/12/2019	Lisa Robillard Webb	923	165.00			4910	350	165.00	Service - NDP
1/12/2019	Bovey Court Garage	924	310.68		45.11	4540	500	265.57	Repairs & MOT
1/12/2019	Tozers LLP	925	1,378.00		223.00	4250	250	1,155.00	Fee - Comm Centre
1/12/2019	Devon County Council	926	75.00			4470	350	75.00	Fee TRO GM Festival
1/12/2019	Teignbridge District Council	928	2,353.31			4000	150	2,353.31	Payroll
1/12/2019	Pulse8Communications	DD	22.00		3.67	4190	200	18.33	Broadband
1/12/2019	Premium Credit	DD	300.87			4190	200	300.87	Insurance
1/12/2019	UK Fuels Ltd	DD	57.25		9.54	4540	500	47.71	Fuel
1/12/2019	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
Total Payments:			266,593.48	0.00	40,351.88			226,241.60	

Current Account

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>
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 Chiropractic	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
Subtotal Carried Forward:		16,799.00	0.00	0.00			16,799.00	

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
Subtotal Carried Forward:		119,936.33	0.00	0.00			119,936.33	

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
Total Receipts:		266,118.70	0.00	0.00			266,118.70	

Date: 06/01/2020

Bovey Tracey Town Council

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Time: 10:35

Cashbook 2

User: LINDA

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		
Total Payments:			122,007.79	0.00	0.00			122,007.79			

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
Total Receipts:		86,837.50	0.00	0.00			86,837.50	

Date: 06/01/2020

Bovey Tracey Town Council

Page 1

Time: 10:36

Cashbook 3

User: LINDA

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
Total Receipts:		75,033.61	0.00	0.00			75,033.61	

Date: 06/01/2020

Bovey Tracey Town Council

Page 1

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 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	

Bovey Tracey Town Council

Bank - Cash and Investment Reconciliation as at 6 January 2020

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	
			575,333.36

Unpresented Payments

370.83

574,962.53

Receipts not on Bank Statement

510.00

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	
	Total Cash & Bank Balances		433,987.03

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 *	
	242,150	

**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.*

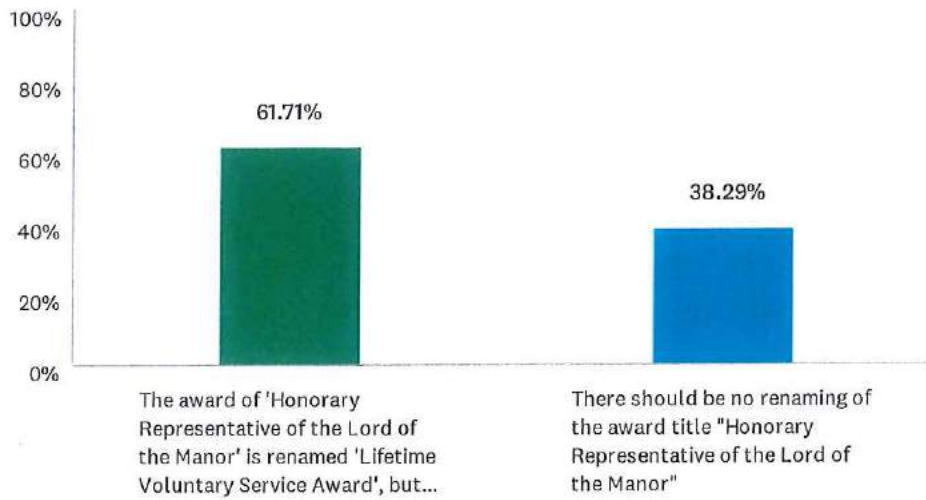
*** *Proposal compares to a 2.44% increase per Band D Property (Around 4p per week/£1.88 per year)*

TOWN MAYOR'S ENGAGEMENTS FOR THE PERIOD 12TH NOVEMBER 2019 – 26TH JANUARY 2020

DATE & TIME	EVENT	VENUE	ATTENDED BY
Thursday 14 th November	Devon Association Local Councils	Cardinal Newman House Exeter	Mayor
Monday 18 th November	Bovey Tracey Carnival Committee	Dolphin Hotel Bovey Tracey	Mayor
Saturday 30 th November	Heathfield Community Centre AGM	Heathfield Community Centre Cannon Road	Mayor
Thursday 5 th December	Light up a Life Service	St Peter, Paul & Thomas of Canterbury Church Bovey Tracey	Mayor
Saturday 7 th December	Bovey Town Christmas Lights Switch-On Event	Fore Street Bovey Tracey	Mayor
Sunday 8 th December	Ashburton Civic Service	St Andrews Parish Church Ashburton	Mayor
Thursday 12 th December	Heathfield Youth Service Committee Meeting	Heathfield	Mayor
Sunday 15 th December	Rowcroft Service	Buckfast Abbey Buckfastleigh	Mayor
Thursday 19 th December	Bovey Tracey Carol and Civic Service	St Peter, Paul & Thomas of Canterbury Church Bovey Tracey	Mayor

Q1 Please indicate your preference from the two options below:

Answered: 175 Skipped: 1



ANSWER CHOICES

RESPONSES

The award of 'Honorary Representative of the Lord of the Manor' is renamed 'Lifetime Voluntary Service Award', but that future holders may also be known as the 'Honorary Representative' if they so wish (1)	61.71%	108
There should be no renaming of the award title "Honorary Representative of the Lord of the Manor" (2)	38.29%	67
TOTAL		175

Note:

Separately, an additional list of 265 names has been submitted of those who support retaining the award title of 'Honorary Representative of the Lord of the Manor'.

Respondents	Response Date	Responses
1	Jan 02 2020 03:40 PM	The challenge of allowing those new to Bovey to become acquainted with the customs of this very particular town should not be put to one side in the interests of inclusivity. The character of Bovey is founded on its long history and whilst the Honorary Representative of the Lord of the Manor award title is a recent addition there are ample opportunities to enable all to understand its relevance and meaning.
2	Jan 02 2020 03:37 PM	We would like the award to retain the title of Honorary Representative of the Lord of the Manor' as Bovey Tracey owns its Lord of the Manor.
3	Dec 31 2019 10:42 AM	LORD OF THE MANOR. I am very much in favour of retaining this award title in its present form of HONORARY REPRESENTATIVE OF THE LORD OF THE MANOR. The history of this title, as I understand, goes back many years and is very much part of the history of Bovey Tracey. Residents of our town, whether or not born here (this includes myself) should be proud of Bovey and its heritage and do all to maintain this including historical titles. COMMUNITY AWARDS I feel that on this subject of additional awards, my view is that currently we have sufficient now in Bovey without adding more. There have been occasions when, it seems to me, that we have experienced difficulties in filling our current titles with appropriate names each year without having to look for more. In addition I believe that in any award system, be it national or local, that a surplus of awards to some extent cheapen the merit of the winner and the award itself.
4	Dec 30 2019 09:45 PM	Just well done!
5	Dec 30 2019 09:04 PM	No
6	Dec 16 2019 03:57 PM	At a recent committee meeting of Bovey Tracey heritage Trust the issue of the proposed change to the title was discussed. The view of the trustees is that the title adequately reflects the honour given to voluntary service in Bovey Tracey and also enables the recipient to reflect on the historical significance of such an award. The town coat of arms and town motto is proudly displayed at the Heritage Centre and the Trustees feel very strongly that it is one of our key functions to help the town to look back with pride on the history and origins of the town. The Trustees therefore respectfully ask that the title remains as it is. It is felt if some explanation is needed that can be done when nominations for the award are requested. This could also lead to further enquiries and interest in the medieval origins of the town. There is a good deal of local interest in medieval history as can be seen by the popularity of the recent Moor Medieval project managed by the Moor Than Meets the Eye scheme.
7	Dec 16 2019 08:27 AM	Keep it as it is, maybe people could use the Voluntary Service title if they wish but the official title should be retained.
8	Dec 14 2019 10:26 PM	Obviously
9	Dec 13 2019 03:02 PM	In response to the newsletter article, my wife and I are against any changes to this title. Councillors should understand it is part of their duty to uphold the traditions and heritage of this ancient town.
10	Dec 12 2019 07:11 AM	no
11	Dec 12 2019 05:36 AM	You don't change our history
12	Dec 11 2019 11:01 PM	No
13	Dec 11 2019 04:15 PM	Do not change the name of Representative of Lord of the Manor
14	Dec 11 2019 02:39 PM	I support retaining the Honorary Title of Lord of the Manor. I note the Council's proposal to change the title. The award started as being 'to recognise persons and organisations who go out of their way to improve life in our local community and to have a means of saying a public thank you. I express my objection to this change for the following reasons: i) Need to continue to celebrate the historic Lord of the Manor from 1066. ii) Suggesting that under the proposed new award the winner might take up the historic title if they so wished reduces the value of the title. iii) At present the award can be given to anybody. The proposal limits the award to those with lifetime achievement. This precludes the population who have not yet lived a 'lifetime'. This would mean no-one in their twenties to sixties would be eligible. Furthermore, there could be confusion about what constitutes 'voluntary service'. Not all who do good work are formal volunteers so they too might be excluded.
15	Dec 11 2019 02:34 PM	I was born in Bovey Tracey and have lived in the town all my life and spent many years working in the town, I feel very proud to be part of the town and have joined committees and organisations within the town to give something back. I do agree with Cllr Kerswell that this title although seeming to be old fashioned is part of our history and what it means, but would the title of Lifetime Voluntary Service Award mean the same? I personally would like the title to be kept, but accept times change. M Breatley
16	Dec 11 2019 02:31 PM	Having lived in Bovey for 40 years and a recipient of the award in 2007/8 I felt very privileged to receive this historic title. I will remember the Council being able to buy the title thirty years ago and James and Arthur Mann being amongst the first recipients. I see no need to dumb down the title because of a few new Councillors. Lets be proud of our traditions and history of Bovey Tracey.
17	Dec 10 2019 10:42 AM	Nah
18	Dec 10 2019 10:42 AM	
19	Dec 10 2019 10:41 AM	
20	Dec 10 2019 10:40 AM	Daft idea
21	Dec 09 2019 05:24 PM	No
22	Dec 08 2019 09:32 PM	No
23	Dec 08 2019 11:49 AM	When are the proposals for this? How does one propose? What does this mean? Kudos?
24	Dec 08 2019 07:16 AM	Please spend less time on 're-naming' and focus on other more important issues.
25	Dec 07 2019 09:33 PM	I'd just rename it completely 😊

26	Dec 07 2019 08:23 PM	Change it so people have an idea why it's given. Also advertise the winners, as in over 20 yrs living and working in the town I couldn't have told you who or why anyone won it.
27	Dec 07 2019 05:47 PM	Should be left as it is
28	Dec 07 2019 05:17 PM	Stick with tradition.
29	Dec 07 2019 01:48 PM	Why do newcomers who live here for 5mins, come to Bovey and want to change it. Suggest they move some where else. We like it the way it is.
30	Dec 07 2019 01:40 PM	The current name holds more prestige due to the name and the history of the award. It should not be changed. Maybe add a new award alongside it, but the original should be kept for heritage. Please link to the history of lordship's and current award. https://boveytraceyhistory.org.uk/list-of-published-papers/lords-of-the-manor/
31	Dec 07 2019 12:52 PM	Keep it as it is
32	Dec 07 2019 11:02 AM	Keep it as it is.
33	Dec 07 2019 10:25 AM	Definitely needs updating.
34	Dec 07 2019 10:19 AM	Seems like a good idea to me
35	Dec 07 2019 09:26 AM	No
36	Dec 07 2019 09:11 AM	One should not take action that are leaning towards rewriting history. The present title is not elitist or sexist.
37	Dec 07 2019 07:22 AM	I don't believe it's sexist - it's nice to have a little history
38	Dec 07 2019 07:05 AM	It saddens me to learn the town council would waste precious time discussing and then trying to impose political correctness. Snowflakes on the council should get a life.
39	Dec 06 2019 11:05 PM	No
40	Dec 06 2019 10:26 PM	None
41	Dec 06 2019 10:05 PM	Not really. But try not to make it a focus point for people to argue and be negative!
42	Dec 06 2019 10:00 PM	Clearer as to what the award is for and more representative of the times we now live in
43	Dec 06 2019 09:40 PM	Knee jerk reaction was this is a traditional award so why change it for changes sake, however on reflection, I agree that it is both elitist and sexist and as such should be changed. Well done for bringing this to the attention of the town.
44	Dec 06 2019 09:39 PM	Very good idea, I like the way this is heading @
45	Dec 06 2019 09:30 PM	No
46	Dec 06 2019 09:23 PM	I'm all for equality but I don't believe the past should be changed to suit our present needs. New awards should be named appropriately but this should stay and be appreciated for what it is.
47	Dec 06 2019 09:07 PM	We need to act in the 21st Century - not the 19th!
48	Dec 06 2019 08:03 PM	They should retain the right to be referred to as 'The Honorary Representative of the Lord of the Manor', not just 'The Honorary Representative', which is incomplete. Representative of what?
49	Dec 06 2019 08:40 PM	It says what it is on the tin!... A more modern name!
50	Dec 06 2019 07:09 PM	
51	Dec 06 2019 06:17 PM	I appreciate that this is a piece of Bovey's history, but equally it should be a title that everyone can understand
52	Dec 06 2019 05:42 PM	I think it seems eminently sensible to change the title to something which is more explanatory and clearer.
53	Dec 06 2019 04:42 PM	No
54	Dec 06 2019 04:30 PM	'Lord of the Manor' is outdated and doesn't represent today's inclusive/diverse society. (ie: inclusion of females in high positions).
55	Dec 06 2019 04:09 PM	The year is 2019 not 1919, get with the times.
56	Dec 08 2019 10:38 AM	The old name is pompous and elitist. If the Town Council wants to improve its image and be more relevant to the people of Bovey Tracey, it would do well to drop it.
57	Dec 05 2019 09:16 PM	I've been aware of the present name for many years, but had no idea what it was actually awarded for. The proposed new name makes that clear.
58	Dec 05 2019 12:49 PM	The updated title actually explains what the award is for rather than the old title which sounds elitist and frankly a bit ridiculous!
59	Dec 05 2019 12:27 PM	These are two different things. The 'Lifetime Voluntary Service Award' is what it says. The 'Lord of the Manor ..' etc is neither about being a Lord, nor about a Manor as far as I know. Does it mean wearing fancy dress costume?
60	Dec 05 2019 10:19 AM	I think that the award should retain the title "Honorary Representative of the Lord of the Manor". You should define "what the title represents" and provide a source for that definition which can be tested, before asking for a preferred option. How can we give an informed view otherwise?
61	Dec 05 2019 10:19 AM	Gregarious Guy.
62	Dec 05 2019 10:07 AM	No
63	Dec 05 2019 09:39 AM	This absolutely should happen. The title 'Honorary Representative of the Lord of the Manor' is outdated, patriarchal and non-inclusive.
64	Dec 05 2019 09:18 AM	No
65	Dec 05 2019 09:07 AM	The Councillors should not be wasting their time on mending something not broken. Having a fully PC Council is all well and good, but this is a historic and treasured award, messing about with the name merely makes people wonder 'have the Council no pressing issues to deal with - like the infrastructure?'
66	Dec 05 2019 08:53 AM	No
67	Dec 05 2019 08:49 AM	No
68	Dec 05 2019 08:12 AM	Tradition is a powerful thing just change the word Lord to Lady if female recipient
69	Dec 05 2019 08:07 AM	The title of Lord of the Manor dates from the Norman conquest: giving a more generic name loses this sense of tradition. We are proud of our town Charter: should we not also be proud of a manorial title which predates it by two centuries?
70	Dec 05 2019 07:57 AM	A great compromise of modernisation of the award with maintaining its history

71	Dec 04 2019 06:54 PM	Yes. Renaming the award leads to a loss of historical perspective and has the potential to be discriminatory only serving those in the later stages of life. Stop wasting your time on such matters and concentrate your time and efforts on that which you are elected to do!
72	Dec 04 2019 01:29 PM	Don't change with tradition
73	Dec 04 2019 01:01 PM	Maintaining and raising the profile of Bovey's heritage in the consciousness of today's population, who are largely from outside the area, is one (individually small) way of building a sense of community; arguably the most important single measure against which council actions should be measured.
74	Dec 04 2019 10:50 AM	No
75	Dec 04 2019 09:52 AM	.
76	Dec 04 2019 09:35 AM	Nope
77	Dec 04 2019 09:26 AM	Please keep the name: "Honorary Representative of the Lord of the Manor"
78	Dec 03 2019 09:56 PM	Oh lord, why is this an issue?
79	Dec 03 2019 09:45 PM	People voted for Open Bovey candidates and gave a mandate for change. It's time for Bovey to look at things with fresh eyes. The new name accepts the history but is more modern and more appealing to girls as well as boys.
80	Dec 03 2019 09:02 PM	Yes, there are more important things to be concerned with.
81	Dec 03 2019 08:51 PM	An important change to show the town council is moving into the 21st century.
82	Dec 03 2019 08:48 PM	Does a "Lord of the Manor" even exist?
83	Dec 03 2019 08:30 PM	Because of the long history of this title, it is worth keeping the same
84	Dec 03 2019 08:12 PM	It does matter, it is important and times move on.
85	Dec 03 2019 08:07 PM	The current name seems archaic and ridiculous: time for a change.
86	Dec 03 2019 07:58 PM	The previous title is outdated, sexist and elitist
87	Dec 03 2019 07:50 PM	The new name is easier to understand the purpose of.
88	Dec 03 2019 07:09 PM	No
89	Dec 03 2019 07:08 PM	I had never heard of this award until I attended the annual council meeting to represent the school. At the time I wondered what it meant. The re-naming is not only more appropriate, but also more relevant and will hopefully draw greater recognition from the whole community. I totally support the move.
90	Dec 03 2019 06:55 PM	I believe the title should be retained as it is part of the town's heritage and can be traced back as such, part of the reason the town purchased it in the first place. The title is also inclusive to all ages and to those who have just done good works.
91	Dec 03 2019 05:54 PM	Why would you want to change a historic title that Boveyians are proud of? Please don't.
92	Dec 03 2019 05:06 PM	It would be a great shame to lose the ancient honorary title of Lord of the Manor.
93	Dec 02 2019 04:02 PM	My emphatic view is to retain the existing (Item II of Newsletter 63) title of 'Honorary Representative of the Lord of the Manor'. Change for changes sake is unnecessary specially as the accepted nomination will have the reasons for the award communicated by media items. Retaining a degree of uniqueness is good for the ethos of the town and is sensibly reflective of its long history.
94	Dec 02 2019 04:01 PM	My emphatic view is to retain the existing title of 'Honorary Representative of the Lord of the Manor', (Item II of Newsletter 63.)
95	Dec 02 2019 09:22 AM	Lifetime Voluntary Service Award is a much better title than the ridiculously feudal Representative of the Lord of the Manor one.
96	Dec 02 2019 08:35 AM	I saw there has been some discussion about the naming of the community awards. I want to say that I fully support the initiative to change the name of the "Honorary Representative of the Lord of the Manor" to "Lifetime Voluntary Service Award". The former name is pompous and pretentious and belongs in a bygone era. The new name describes what the awards stands for and is a far more credible award for the people of Bovey to support and aspire.
97	Dec 01 2019 08:30 PM	I feel this idea from a newly elected council is not well thought out. Great to have fresh blood with ideas however the heritage of this town is what help defines it. I counsel the council to think carefully before it alienates its electoral roll.
98	Dec 01 2019 08:02 PM	My choice names what the award is for and retains the title, a good compromise for everyone..
99	Nov 29 2019 09:11 AM	My mum and I wish you to know that you should keep the title of Honorary Representative of the Lord of the Manor. We both live in Bovey Tracey.
100	Nov 27 2019 08:43 AM	The title should be kept as it is. ie Representative of the Lord of the Manor. This title is part of our history and should not be lost. Bovey Tracey has a great history and this is part of it, please do not make this change as we are proud of our heritage. Thank you.
101	Nov 27 2019 08:43 AM	I would prefer the retention of the same title for the annual Representative of the Lord of the Manor etc and see no reason for changing it! There is, in my opinion no necessity to fall into the trap of "updating" words which are perfectly understandable.
102	Nov 26 2019 10:55 PM	It's a no brainer. Get it changed :-)
103	Nov 25 2019 10:27 PM	I think it an insult to change a title that has been in existence for many years. Please respect the heritage of Bovey Tracey
104	Nov 26 2019 08:35 PM	No
105	Nov 26 2019 10:19 AM	It's important to retain traditions

Dear Mark: Thanks for sending me Issue 63 of the Council's Newsletter.

I probably have no particular right to vote on the proposal to rename the Council's Community Award program since I live in Melbourne, but I was born in Bovey and my family have lived there from at least the 1530's.

My vote would be to retain the award's original, pleasantly quaint title rather than replace it with a title that's decidedly more accurate, but exceedingly bland and commonplace.

I think it's important to, as much as possible, retain the things that distinguish Bovey from other places, before the town disappears.

It seems to me to be the correct English thing to do- for example, you actually call Private Schools- Public Schools and have all sorts of distinctions in surnames; between the way they're spelled and the way they're pronounced- e.g. Cholmondeley is pronounced Chumley; St John is pronounced Sirjun, even Bovey is pronounced Buvey- Hardly anyone things them odd.

BOVEY TRACEY TOWN COUNCIL

PROGRAMME OF MEETINGS FOR 2019/2020

	Planning Committee	Planning Committee	Planning Committee
Council Meeting Starting Time: 7:00 pm	Starting time: 6:30 pm	Starting time: 6:30 pm Recreation, Parks & Property Committee Starting Time: 7.00pm <i>(please note start time may be delayed, pending finish time of any meeting prior)</i>	Starting time: 6:30 pm Finance, Resources & General Purposes Committee. Starting Time: 7.00pm <i>(please note start time may be delayed, pending finish time of any meeting prior)</i>
13th May 2019 Annual Meeting	20th May 2019	3rd June 2019	17th June 2019
1st July 2019		15th July 2019	2nd September 2019
16th September 2019	30th September 2019	14th October 2019	28th October 2019
11th November 2019	25th November 2019	9th December 2019	13th January 2020
27th January 2020 Heathfield Community Centre	10th February 2020	24th February 2020	9th March 2020
23rd March 2020		6th April 2020	20th April 2020
Tuesday 5th May 2020 Monday 4th May 2020 Annual Meeting			

The Annual Town Meeting will be held on **Wednesday 25th March 2020**

Normally all meetings will be held on Monday evenings in the Council Chamber except for the meetings of Full Council, which will be held at either the Baptist Church Hall (Hind Street) or Heathfield Community Centre. Additional meetings may be arranged in the summer recess to deal with planning and any urgent Town Council business.

Bank & Public Holidays 2019/20

6th & 27th May 2019
 26th August 2019
 25th & 26th December 2019
 1st January 2020
 10th & 13th April 2020 – Easter
~~4th May 2020~~
8th May 2020



BOVEY TRACEY TOWN COUNCIL

ANNUAL TOWN MEETING PHOENIX HALL, ST. JOHN'S LANE BOVEY TRACEY

WEDNESDAY 25th MARCH 2020
Commencing at 7.00pm

Agenda

1. Apologies for absence
2. Notice convening the 2020 Annual Town Meeting
3. Approval of and signing of the Minutes of 13th March 2019 Annual Town Meeting
4. Presentation of Awards (*if nominations are received*):
 - i) Young Citizens of the Year (Cllr Allen)
 - ii) Volunteer or Voluntary Group of the Year (Cllr Morgan-West)
 - iii) Business of the Year (Cllr U Arnold)
 - iv) Good Neighbour of the Year (Cllr Cole)
 - v) Environmental Champion of the Year (Cllr Fletcher)
5. Town Mayor's report – Cllr George Gribble
6. Financial report – Cllr Debbie Fletcher
7. County Councillor's report – Cllr George Gribble
8. District Councillors' reports – Cllr George Gribble, Cllr Avril Kerswell & Cllr Sally Morgan

Brief reports on activities of a number of local organisations over the previous 12 months:

9. Devon & Cornwall Constabulary
10. St Catherine's C.E. Primary School
11. Bovey Tracey Primary School
12. Bovey Tracey Town Trust & Samuel Croker's Almshouses Trust
13. Tracey Almshouses
14. A report on behalf of the churches in Bovey Tracey & Heathfield
15. Bovey Community Care
16. Bovey Tracey Exhibition Foundation Trust
17. Bovey Tracey Youth Action
18. Bovey Tracey Heritage Trust
19. Bovey Tracey Residents Association
20. Bovey Tracey Neighbourhood Watch Forum
21. Bovey Tracey Information Centre Trust
22. Bovey Futures
23. Opportunity for Questions to the Town Council

.....
Cllr George Gribble - Town Mayor
?? March 2020

Bovey Tracey Town Council



Risk Assessment of Financial and Non-Financial Internal Controls January 2020

Reviewed 4th September 2017 (Finance Resources & General Purposes Committee)
Adopted 18th September 2017 (Full Council)
Reviewed 3rd September 2018 (Finance Resources & General Purposes Committee)
Adopted 17th September 2018 (Full Council)

Document Overview

Purpose

This document is designed to ensure the Town Council meets its requirements to:

- Maintain an adequate system of internal control including measures to prevent and detect fraud and corruption and to review its effectiveness
- Assure members there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the Council to conduct its business or on its finances
- Carry out an assessment of risks facing the Council and demonstrate how these are managed
- Maintain an adequate and effective system of internal audit of the Council's accounting records and control systems and review their effectiveness

How to use this document

This document should be used to understand the internal governance controls of the various types of identified risks together with potential for improvements, any actions identified to mitigate risks and/or improve internal controls.

Background

Bovey Tracey Town Council is committed to improving, wherever possible, its service to the Town. As part of this commitment the Council has performed an assessment of its governance procedures identifying areas where it believes improvements can be made and risks mitigated or eliminated.

Reviewed 4th September 2017 (Finance Resources & General Purposes Committee)

Adopted 18th September 2017 (Full Council)

Reviewed 3rd September 2018 (Finance Resources & General Purposes Committee)

Adopted 17th September 2018 (Full Council)

Scope

This document covers the following:

- 1. Governance
- 2. Financial Controls & External Audit Governance

No.	Internal Controls	Risks Identified/Potential for Improvements/ Current Procedure	Action Required
1	Governance		
1.1	Standing Orders		
1.1.1	Standing Orders have been adopted setting out the Council's constitution and procedures. They are reviewed at least every four years.	Last review date 13/05/19	None
1.1.2	Committee terms of reference are reviewed at least every four years.	Terms of Reference approved for Full Council and all Standing Committees on 13 th May 2019 by Full Council.	None
1.2	Management Strategies		
1.2.2	A Corporate Strategy is produced and reviewed annually.	A Strategic Planning session took place on 24/10/19, from which some key priorities were identified.	To prepare a DRAFT Strategic Plan for Full Council consideration.

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		Committee & Council Chairs are now considering a more complete list of priorities before considering a plan for adoption by Full Council in early 2020.	
1.2.3	Committees have identified and adopted key objectives.	See 1.2.2 above.	See 1.2.2 above.
1.3	Financial Regulations		
1.3.1	The Town Clerk is the appointed 'Responsible Financial Officer', with duties as detailed in the Financial Regulations.		None
1.3.2	Financial Regulations have been adopted which set out procedures. They are reviewed at least every four years.	Financial Regulations (in line with NALC's Model Regulations) were reviewed by FR&GP Committee on 28/10/19 and recommended for adoption by Full Council on 13.01.20.	None
1.3.3	Grant application terms and conditions have been adopted and are reviewed bi-annually.	Adopted by Full Council on 23/01/17	Terms & Conditions to be reviewed by FR&GP Committee early 2020.
1.4	Freedom of Information		
1.4.1	The Council has adopted the revised Model Publication Scheme at Full Council.	Adopted March 2015	None
1.5	Complaints Procedure		

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1.5.1	The Council has a complaints procedure.	Adopted by Full Council on 13/11/17.	None
1.6	Measures to prevent fraud and corruption		
1.6.1	The Council has adopted the NALC Model Code of Conduct	Adopted by Full Council on 18/09/17.	None
1.6.2	All Councillors sign a Declaration of Acceptance of Office on election or co-option	All received	None
1.6.3	All Councillors complete a Register of Interests and provide updated information as appropriate. Copies are held with the Town Council and Teignbridge District Council's Monitoring Officer.	Undertaken in May 2019 following recent local elections.	None
1.6.4	There is a Standing Agenda Item for Councillor Declaration of Interests on Committee and Full Council agendas.		None
1.7	Insurable Risks		
1.7.1	Public Liability insurance is held in the sum of £10 million to protect the Council from claims by third parties due to accident or damage resulting from the negligence of the Council.	Following a review in November 2018, a 3-year term was been agreed via WPS Insurance Brokers & Risk Services with Royal Sun Alliance. Current Public Liability cover is £10 million, which is minimum cover required for local authorities. Current cover expires 1 st November 2021.	None
1.8	Employment Controls		

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 Adopted 17th September 2018 (Full Council)

1.8.1	Town Clerk and 3 others are only employees. Contracts to be reviewed and amended if necessary by Personnel Committee.	Three out of four contracts are now in line with NJC Green Book terms.	None
1.8.2	Standing Orders and Job Descriptions outline Town Clerk's role, which includes that of the 'Responsible Financial Officer'.	Current – Town Clerk's Job Description produced in 2014. Groundsmen Job Descriptions reviewed in May 2017.	None
1.9	Insurable Risks		
1.9.1	Employers Liability insurance (this is the only insurance the Town Council is required to hold through legislation). Employers Liability covers the legal liability of the Town Council for negligence following death or bodily injury or disease sustained by employees during and arising out of or in the course of their employment, held in the sum of £10 million.	Insured.	None
1.10	External Audit Annual Governance Statement Requirements		
1.10.1	Statement of accounts ratified by Council following approval by Financial, Resources and General Purposes Committee.	Statement of accounts considered at each Finance, Resources and General Purposes Committee (6 meetings per year).	None
1.10.2	Council only does things it has legal powers to do and works within appropriate standards and	Full Council approved the adoption of the General Power of	None

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	codes of practices which could have significant effect on the ability of the Council to conduct its business or its finances.	Competence in May 2019.	
1.10.3	Notices of audit are displayed to the public at the Town Council Office and on the website, to allow electors to inspect accounts as required by the Accounts and Audit Regulations.	Notices posted at Town Council offices and on website 13/06/19. The process will be repeated in April/May 2020.	None Accounts quinquennial inspection between 17th June & 28th July 2019
1.10.4	Financial and other risks are considered and dealt with using this document as a basis for action. New issues are dealt with during the year as necessary.	Risk Management Policy considered by FR&GP Committee on 04.03.19 and adopted by Full Council on 19 th March 2019.	None
1.10.5	Appropriate steps are taken to deal with matters raised in reports from the internal and external auditor through agenda items on the Finance, Resources and General Purposes Committee.	The Internal/External Auditors report is tabled for Members consideration on receipt.	None
1.10.6	Litigation, liabilities, commitments, events or transactions occurring after the year end which could have an impact on the Council are disclosed.		None
2	Financial Controls		
2.1	Proper Bookkeeping		
2.1.1	Rialtas Accounting Software Package now fully implemented. Staff are trained in operating the new electronic accounts software.	In 2018/19, staff removed the dual operation of a manual cashbook and accounts software package and now only operate	None

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		the Rialtas Software System.	
2.1.2	The Rialtas Software is reconciled with bank statements to ensure arithmetically correct on a monthly basis.		None
2.2	Payment Controls		
2.2.1	A list of all receipts and payments are prepared for each Finance, Resources and General Purposes committee and all invoices are available for inspection via the office. The Councillors discuss and approve these payments. All invoice payments are authorised by the Chairman of FR&GP Committee. Online BACS Payments are authorised by any 3 (of the approved signatories list) before payments can be released. Any cheques are also signed by the Town Clerk and Responsible Financial Officer. Approval of accounts for payment is recoded in minutes.		None
2.2.2	VAT payments are made on proper VAT tax invoices showing registration numbers. A separate VAT Control Account monitors input/output tax in the Rialtas Accounting Software. Quarterly reclaims are made.		None
2.2.3	S137 payments are recorded in the Rialtas Accounting Software. The calculation of the formula level is noted in the Statement of Accounts.		None

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2.3	Budgetary Controls		
2.3.1	The Council sets a budget in January each year following recommendations from the Town Clerk and Chairman/Deputy Chairman of Finance, Resources & General Purposes Committee. This is then considered by FR&GP Committee, then by Full Council.		None
2.3.2	Town Clerk/RFO provides a quarterly income and expenditure position statement to the Finance, Resources and General Purposes Committee.	From 2019, the frequency of reporting has increased from half yearly to quarterly.	None
2.4	Income Controls		
2.4.1	All income is maintained via the Rialtas Accounting software system.		None
2.4.2	Teignbridge District Council issues a remittance advice which confirms the precept that is paid directly into the Council's deposit bank a/c.		None
2.5	Petty Cash Procedures		
2.5.1	No Petty Cash is held.		None
2.6	Payroll Controls		
2.6.1	The Town Clerk is eligible to be paid expenses for any official mileage.	No expenses are claimed	None
2.6.2	PAYE/NIC is paid monthly to the Inland Revenue.	Managed by Teignbridge District Council's Payroll Services	In March 2020, the Town Council is required to register as an employer with the

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			HMRC and obtain both a PAYE reference and an Accounts Office reference.
2.6.3	Superannuation payments are made monthly via Teignbridge District Council Payroll Services in accordance with current rates.	Managed by Teignbridge District Council's Payroll Services	None
2.7	Councillor/Mayor's Expenses		
2.7.1	A sum of £500 is included in the precept for Mayor's allowance.	This allowance is paid via the Council's payroll provider.	None
2.7.2	Expenses for travel paid in line with NALC.	None paid.	None
2.8	Asset Controls		
2.8.1	An asset register is held, with insurance valuations updated annually.	The current register has been adapted to identify and record future adjustments.	None
2.8.2	Cash balances are held in a deposit account for ease of access. Town Council accounts require 3 Councillor signatories in order to authorise all payments.		None
2.9	Asset Controls – Insurable Risks		
2.9.1	The Town Clerk & Responsible Financial Officer to effect all insurance following an Annual Risk Assessment.	Insurance levels last reviewed by FR&GP Cttee on 03/09/18.	None
2.9.2	Annual Risk Assessments reviewed and	Last Risk Management Review	None – Next review 2018

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	updated in respect of assets.	undertaken in February 19 with WPS Insurance Services. Actions have been carried out as highlighted.	January 2020
2.9.3	List of assets maintained and updated during the year, insurance cover extended for new acquisitions when appropriate.	Last review of Asset Register undertaken in April 2019 by the Rec, Parks & Property Committee.	None
2.9.4	Assets covered by material damage and All Risks Cover.	Included	None
2.9.5	Insurance provider reviewed from time to time for competitive pricing.	Procurement exercise undertaken in November 2018.	None
2.10	Bank Reconciliation		
2.10.1	The four bank accounts are reconciled by the Town Clerk and Responsible Financial Officer.		None
2.10.2	Monthly bank reconciliations are undertaken by the Assistant to the Town Clerk when bank statements are received.		None
2.10.3	Any adjustments for interest, bank charges or unpaid cheques etc are recorded in the reconciliation process, as they occur.		None
2.11	Year End Procedures		
2.11.1	Accounts are prepared on an Income and Expenditure basis.		None
2.11.2	Full cross checking of the Rialtas Accounting System is agreed prior to preparation of the final		None

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Reviewed 3rd September 2018 (Finance Resources & General Purposes Committee)

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	accounts.		
2.11.3	An audit trail is provided by recording invoices, categorising payments in the budget/precept, Accounting system and final accounts.		

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Adopted 17th September 2018 (Full Council)

Bovey Tracey Town Council

From: DALC <enquiries@devonalc.org.uk>
Sent: 02 January 2020 08:59
To: info@boveytracey.gov.uk
Subject: Royal Garden Party Nominations 2020: deadline 29th January

Garden Party Nominations 2020

[View this email in your browser](#)



All the latest news from your County Association

We invite you to make a nomination for the Royal Garden Party 2020

Her Majesty will be hosting a Royal Garden Party on 27 May 2020. Devon ALC has been invited to nominate four individuals (plus their guests) to attend.

We, therefore, invite member councils to make a nomination to us; four individuals will be selected at random after the closing date.

How to make your nomination

Entries must be made using this [nomination form](#)*. Entries must be returned to enquiries@devonalc.org.uk by 12 noon, Wednesday 29th January 2020. It's a very short deadline so don't delay! Please also note the requirement to give consent to personal data being processed.

**Please ensure you read the instructions prior to completing the form. Any incomplete or incorrect forms will be rejected.*

Buckingham Palace Garden Party Nomination Form - 2020

The Lord Chamberlain has asked us to highlight a number of items therefore please read ensure that you comply with the following notes when completing the Garden Party Invitation. If you have any queries please do not hesitate to contact me in the first instance:

- Invitations are in recognition of **PAST** service as Chairmen of Parish Council and Town Mayors in England and it is therefore appropriate that outgoing members, rather than those newly elected, should be invited to attend.
- Guests must **NOT** have previously attended a Garden Party. This must be emphasised to potential guests.
- It is essential that all details given to me are correct as inaccuracies have, in the past, caused distress and embarrassment. Please therefore ensure that all names and addresses reflect each guests' form of identification that they will be asked to bring with them e.g. Passport, driving licence to allow them to gain access to the event. If in doubt, please check with the guests. *For example, if somebody is known as Mike but the name as it appears on their passport is Michael John, please ensure that this is written on the form.*
- Ensure all nominated guests are accompanied, with each guest ideally being accompanied by one guest only.
- Ensure that no one under the age of 18 years is nominated as a guest or to accompany a guest.
- Guests who require assistance **MUST** be accompanied and this must be made clear on the form. The entrance to and the grounds of the palace is accessible by wheelchair and disabled parking is close to the palace entrance. If disabled parking is required, this must be made clear to me.
- All nominated guests must be British or European Union citizens, although their guest(s) may be of other nationalities. However, all guests, nominated or accompanying, must be resident in the United Kingdom.
- Buckingham Palace have specifically stated that late changes to nominations cannot not be entertained by the palace. Therefore, once details have been submitted to the Palace by NALC this cannot be changed.
- Please remind your guest(s), that in the event they are unable to attend a Garden Party for whatever reason they will not be invited again.
- Invitations will be issued approximately 6 weeks prior to the Garden Party and this pack of information is very detailed. Your nominated guests might also find it helpful to follow this link - <https://www.royal.uk/garden-parties>
- If a guest has not received their invitation within three weeks of the date of the garden party, please contact me directly.
- All communications to Buckingham Palace should be carried out via myself rather than directly.
- There will be no parking facilities available for guests with the exception of disability badge holders (blue badge holders) which should be noted on the form. The palace will contact that guest requesting details of the disability badge.
- If you would like further information regarding data protection, please see the following privacy notices/policies www.royal.uk/privacy-policy , <https://www.nalc.gov.uk/generalprivacynotice>

Please submit your nominations to be drawn out of the hat to enquiries@devonalc.org.uk, or by post to Devon Association of Local Councils, The Devon Rural Hub, Amory Building, Cheriton Bishop, EX6 6JH by Wednesday 29th January 2020

RURAL/MARKET TOWN GROUP

AGENDA ITEM No. FC. 20/22

MEETING: FULL COUNCIL

DATE: 27TH JANUARY 2020

REPORT BY: TOWN CLERK

1.0 Purpose of the Report

- 1.1 To consider correspondence (copy attached) and decide if the Town Council should be part of this new group.

2.0 Background to the Report

- 2.1 Rural Services Network (www.rsonline.org.uk) work with over 120 of England's principal local authorities and 170 other organisations with a rural interest to campaign on rural issues. The Network is a champion for rural services, fighting for a fair deal and social and economic viability. They are seeking to establish a Rural/Market Towns Grouping to sit within its network and to allow a conduit into their services, policies and operation.

- 2.2 The group is to provide a greater focus on issues from a local rural centre/market town, harnessing the argument of the rural areas and work as part of an extensive and growing network. The aim is to reinforce the Call on Government for consideration of issues from a rural perspective, and the Government Rural Strategy should include:

- Thriving economies
- Broadband access
- Transport
- Housing affordability
- Health and Social Care
- Education
- Devolving decisions to local authorities

The target is to form a Rural Market Town Group of approximately 125 town in 2020 who can share best practices, work together and establish and pursue common goals. Other towns in Devon who have been contacted are: Brixham, Crediton, Great Torrington, Modbury, Seaton, South Molton & Tavistock.

- 2.3 The fee is £130 p.a., with the intention of two meetings a year, seeking to work remotely so attendance is not necessary. Member local councils will set the agenda and direction of the meetings.

3.0 Recommendations

- 3.1 Members are requested to consider the information and decide if the Town Council should be part of this new group?



7th January 2020.

Dear Bovey Tracey Town Clerk and Town Councillors,

Rural Services Network (RSN) is seeking to establish a Rural/Market Towns Grouping to sit within its network. The towns approached we feel all serve as the centre or market place for the rural area surrounding them. We are approaching over 200 centres in seemingly diverse rural locations across England with the intention of setting up both a more comprehensive national rural network and a separate grouping.

All councils approached we hope are acting as key service and employment centres for their surrounding rural hinterland. The town (or large village in some cases) will have a population itself of between 3,000 and 30,000. *(The vagaries of whether or not the Councils approached have adopted s245 of the Local Government Act and put the name Town in their Council's title or whether they remain under the title 'Parish' is not important from our perspective.)* If you are one of the 200 rural centres we have selected we very much wish to work with you. Some sixty local Councils of varying size have already agreed to assist us to form this Grouping.

RSN is an organisation seeking to establish and present the rural view as well as evidencing and sharing best practice. We are concerned that, whilst treating other home countries differently, Government is often tempted to consider English issues through an urban looking glass and too frequently consider urban facing situations without giving any particular consideration to rural areas. We would like to change that and we think the right operational networks, such as the one proposed here, will very much assist. We attach diagrams showing how the new group would work as part of our extensive and growing network.

We feel at a time of material change, there needs to be some special consideration of rural matters and therefore our current call on Government is for a Rural Strategy

<https://www.rsnonline.org.uk/time-for-a-rural-strategy>

We also feel that Government needs to return to giving special attention to rural/ market towns as shopping habits change. It is absolutely vital to the national economy that 'market' towns remain buoyant and lively places and support their wider rural hinterlands.

We wish therefore to establish as part of our development as a Network, and as part of our current Call for a Rural Strategy from Government, a Rural/Market Towns Grouping that is representative of rural and towns and markets across the many rural areas of England. These are of course spread across very many diverse areas and are also spread across 200 Local Authorities. That statistic of 200 authorities has given us our starting point for this search so that a local council representing a town or large village in each of those authorities rural area is being approached. To establish successfully a Rural/Towns Group involving a rurally based centre serving each of those 200 differing hinterlands would constitute a really forceful message that rural areas are now working together at a difficult time. This is why we are sending out this invitation at this stage.

As you are acting as a council at the centre of one of those 200 rural areas we have selected, we wish to work with you. We hope to progress to an even wider ring of Rural/Market Towns over time however you are getting the first opportunity to be an inaugural or founder member..... It is time for the local councils serving as centres of rural hinterlands to once again be properly acknowledged by government for the role they play nationally.

We have to charge a small fee as that is the only way we can operate as an independent Network but we hope this is low enough for it not to be too much of an issue. The fee will reflect your population size.



Towns with over a 10,000 population - £150 per annum



Towns with over a 5,000 population but with less than 10,000 people - £ 130 per annum



Towns with less than a 5,000 population - £110 per annum

(All subs incur VAT)

The important question is can you make a difference by joining? We think that you can. Collectively we are sure we can get rural centres across England and their challenges given considerably more recognition.

At a time of material change we think it is vital that rural areas in England are provided with a national profile. As said we are calling on the Government to undertake and fund a Rural Strategy. There has been no exercise focusing on the rural aspects of England for many decades and given the current situation relating to rural areas it is really important a strategic approach is taken. We think the establishment of this Rural /Market Towns grouping is an important element in this national call. We attach our initial report in relation to this 'Call', 'Time for a Rural Strategy' which sets out why we think Government should develop a Rural Strategy which we hope your members will find helpful.

It is intended there will be a physical Meeting of the Group each year we will seek to work remotely so attendance is not necessary to successful inputting. As we move forward it will be for the member local councils to set the agenda and the direction. The rural agenda and emphasis here is a very different one to other membership groups currently covering town and parish matters.

We need to know where we stand by the end of March on the approaches being made. Please could you let us know whether it's a yes or a no by responding to us before that date?

We very much look forward to hearing from you.

Kindest Regards

David

David Inman
Director
Rural Services Network
www.rsonline.org.uk
01822 851370



LOCAL COUNCILS WHO HAVE BEEN APPROACHED

We wish to ensure that every ceremonial county across England is covered by this initiative through a selection of its rural/market towns being involved. We have also spread the invitation across differing rural locations in those counties to ensure the new group has both geographic and community variance. We ask for your cooperation so that the new group can go forward with this important mix having been established.

Bedfordshire: - Bromham, Sandy, Stokenchurch.

Berkshire: – Datchet, Hungerford, Spencers Wood.

Buckinghamshire: – Buckingham Town Council, Chalfont St Giles, Olney, Wendover, Windlesham.

Cambridgeshire: – Chatteris, Cottenham, Crowland, Soham, St Ives.

Cheshire: – Frodsham, Knutsford, Petersfield.

Cornwall: – Launceston, Penzance, Truro.

County Durham: – Barnard Castle, Shildon.

Cumbria: – Brampton, Cleator Moor, Dalton in Furness, Kendall, Keswick, Kirby Steven, Penrith.

Derbyshire: – Belper, Shirebrook, Bingham,

Devon: – Bovey Tracey Brixham, Crediton, Great Torrington, Modbury, Seaton, South Molton, , Tavistock.

Dorset: – Verwood, Swanage, Shaftesbury, Sherborne, Portland.

East Sussex: – Rye, Uckfield.

Essex: – Aveley, Burnham-on-Crouch, Chipping Ongar, Coggeshall, Great Waltham, Halstead, Hullbridge, Ingatestone, Saffron Walden.

Gloucestershire: – Lydney, Thornbury, Winchcombe, Wotton-under-Edge.

Hampshire: – Bishop's Waltham, Hartley Wintney, Lymington, Netley, Midhurst, New Alresford, Petersfield, Stocksbridge, Whitchurch.

Herefordshire: – Leominster, Ledbury.

Hertfordshire: – Buntingford, Knebworth, Essenden Village, Royston, Tring, Wheathampstead.

Isle of Wight: – Newport.

Kent: – Coxheath, Cuxton, Dymchurch, Ightham, Kings Hill, Meopham, Minster, Pembury, Sandwich, South Darenth, Sturry, Swanley, Tenterden.

Lancashire: – Barnoldswick, Billinge, Burscough, Carnforth, Chorley, Clitheroe, Croston, Garstang, Haigh, Longridge, Lymm, Pilling.

Leicestershire: – Ashby de la Zouh, Belvoir, Earl Shilton, Lutterworth, Mountsorrel

Lincolnshire: – Barton Upon Humber, Bourne, Epworth, Holbeach , Kirton, Mablethorpe, Nettleham, Sleaford.

Northants: – Daventry, Finedon, Oundle, Rothwell, Towcester.

Norfolk: – Downham Market, Hemsby, Holt, Thetford, Thorpe St Andrew, Wymondham.

Northumberland: – Alnwick, Hexham.

Nottinghamshire: – Rainworth, Ravenshead, Warsop.

Oxfordshire: – Wallingford, Wantage.

Redcar and Cleveland: – Skelton and Brotton, Guisborough.

Rutland: – Uppingham.

Shropshire: – Church Stretton, Ludlow, Market Drayton, Newport.

Somerset: – Axbridge, Burnham on Sea, Chard, Clevedon, Minehead, Midsomer Norton, Wells.

Staffordshire: – Castle Gresley, Chapel-en-le Frith, Cheadle, Leek, Penkridge, Rugeley, Uttoxeter.

Suffolk: – Hadleigh, Haverhill, Newmarket, Saxmundham, Stowmarket.

Surrey: – Cranleigh, East Horsley, Holmwood, Oxted, Sonning, Windlesham.

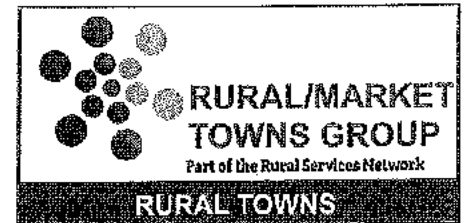
Warwickshire: – Alcester, Atherstone, Balsall, Longdon, Dunchurch.

West Sussex: – Arundel, West Chiltington, East Grinstead, Seaford.

Wiltshire: – Devizes, Marlborough, Wroughton.

Worcestershire: – Alvechurch, Stouport, Tenbury Wells.

Yorkshire: – Ackworth Moor Top, Beverley, Bishopthorpe, Bradfield, Burley in Wharfedale, Dinnington, Hemsworth, Holmfirth, Knaresborough, Maltby, Market Weighton, Northallerton, Otley, Pickering, Richmond, Ripon, Skipton, Todmorden, Whitby.



A RURAL / MARKET TOWNS GROUP – A SUMMARY OF THE CASE

Put simply we want to create a grouping of market/rural towns across rural England to evidence and promote the rural market town case to national decision makers and to create a beneficial best practice exchange service.

Twenty years ago the phrase 'market town' was seemingly a reasonably recognised one nationally - including through some Lottery Funding. Now there is a real danger that this focus has faded with the current emphasis on "left-behind" urban towns. . That, we feel, is very detrimental to rural areas and the towns which support them. The rural towns have seen growth in population and the challenges that come with that but their case for national representation doesn't seem to have been brought together nationally, collated, evidenced and collectively argued for a while. There may be a danger their case may have become a little lost in national consideration of wider population growth and trends.

The phrase market town used to have a common root about the holding of a livestock (and produce) market and this is of course is no longer always the case. The phrase is however still common place in community descriptive terms throughout the country and can be employed for general identification of rural service centres and we believe therefore for collective purpose. There needs to be stronger recognition of the rural background of the country and its economic potential. We similarly feel that rural market towns need to have greater recognition for their role in serving their particular rural hinterlands.

Rural Towns serve communities across their whole rural hinterlands, often across a radius of 10's of miles - across rural roads. The RSN encourages Towns and their hinterland parishes to work together to support the essential needs for the economic, social and health wellbeing of the residents and businesses of both the town and the hinterland. It is the RSN's position that Towns are the hub providing retail, medical, recreational and business support to the whole area with the next nearest town often long distances away. Access by public transport from those rural communities to the rural town is a growing issue. The Government announced the first 100 communities to benefit from the towns fund based on various criteria including productivity, deprivation and investment opportunities - but rural areas may not have the critical mass or funding to compete on a level playing field with urban towns in national funding competitions. Hence the RSN's call for a bespoke allocation for rural towns in each funding package.

RSN has been representing rural areas for some twenty years. We work through small subscription as opposed to the Grant route because that is can provide a continual service as opposed to a spasmodic one. We have been able to assist in balancing the national debate in doing that. To establish a rural town grouping is the next logical step and we do think there can be mutual individual town and national benefit in that happening.

Our remit here therefore is:-

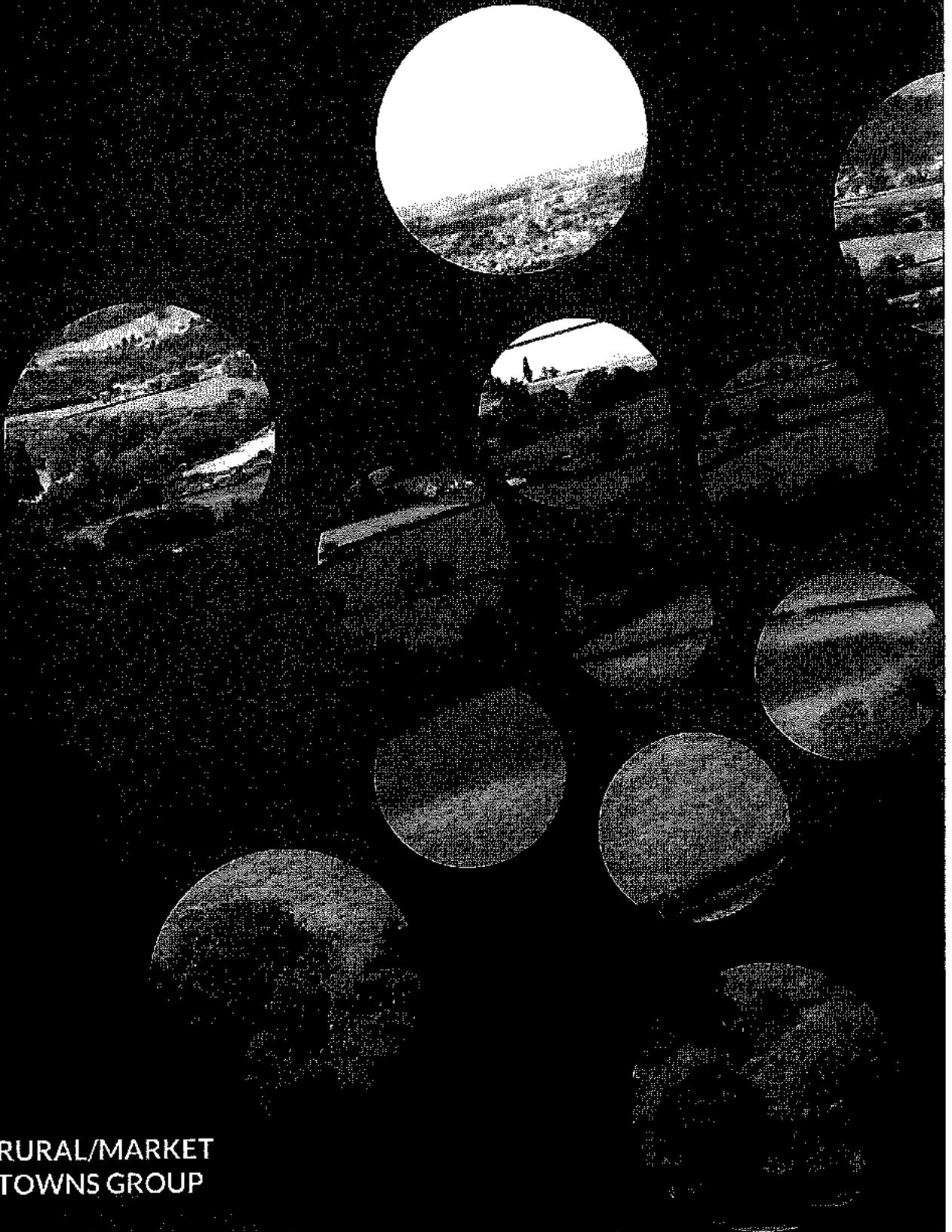
- To establish and collate the national rural market town argument (establishing at the same time best practice and potential)
- A representational role to ensure national recognition of that overall case
- To ensure that in changing times as we leave Europe, Government and its MPs are fully mindful of the issues facing rural towns - and the potential of rural market towns and rural areas- and that Government acts accordingly.

We seek to establish a grouping that has clear support from numerous rural area centres (both town and large parishes) across the length and width of England. We represent as Local Government Special Interest Group Principal Local Authorities from c120 rural different Councils areas and we hope to replicate that in terms of a Rural Market Town Group pattern.

We are currently campaigning for Government to put together a comprehensive rural strategy at this time.

Put very simply we are convinced that in putting forward that call to Government there is a need of a collective rural market town grouping and that the rural market town case is unlikely to be heard if it is not established.

The Rural/Market Towns Group



RURAL/MARKET
TOWNS GROUP





A RURAL/MARKET TOWNS GROUP- A FORMAL INVITE

We are a Special Interest Group of The Local Government Association representing Rural Areas across England. Our mission is to be the national champion for rural services, ensuring that people in rural areas have a strong voice. We have 127 Principle Authority members from across England. We also have a grouping of some 170 non- local authority service providers (the RSP) and we issue a Rural Bulletin weekly to around 23,000 rural contacts across England. We also issue a monthly Funding Digest of rural grant opportunities and Government consultations. The following links show our inter connection with Parliament and how we bring our members together. We show how a Rural Market Town Grouping could fit well into our network. Our website is www.rsnonline.org.uk

What we do:

We aim to ensure rural issues are given a high profile, unfortunately we now find ourselves as the only organisation in England currently undertaking this vital work. Our network is the countries' largest rural network. We ourselves deliberately don't work from a grant or government funding base but from member subscription. We provide value for money to our members. This has allowed growth and continuity of operation together with the ability to make the rural case honestly and from within ourselves without fear of upsetting any external funding stream on which we may be dependent.

What we have achieved to date:

-  The first general rural parliamentary groups in history
-  Better finance settlements for rural authorities
-  Continual Pressure on Government in relation to issues ranging from broadband to rural housing and vulnerability
-  The creation of Rural Crime, Rural Health and Rural Research organisations

The facts:

There are many rural areas in England spun across 200 different local authorities. Only by working together can we present a cohesive approach to an urban facing government. It is easy for urban areas to gather support but more difficult for dispersed rural areas. We have to get rural messages across and backed if they are to properly be heard and acted upon.

What we want from you:

The wider our membership the stronger the rural voice- it's a simple fact. We want to establish a Rural/Market Towns Group to allow towns a conduit into our services and policies and operation. We wish to see Rural Towns given the opportunity to establish the commonalities of their case and to be able to argue for it. We charge an annual subscription which is low and affordable but it's what it can give back that we wish to be judged upon.

What we can give you back:



Formation of a dedicated Rural/Market Towns Group, offering some peer-to-peer networking and discussion opportunities (either face-to-face or online) and input into the national rural agenda. (Representation on this Group can be by Council Clerk or Member)



Development of a representational role, for example responding to selected public policy consultations or meeting with interested Parliamentarians. There is no rural or market or small towns APPG



Development of good practice and learning material related to the key policy areas and delivery challenges and opportunities for rural/market towns



Provision of a dedicated quarterly newsletter highlighting relevant latest policy developments, showcasing interesting member practice and flagging relevant initiatives or funding opportunities (perhaps drawn from the Rural Funding Digest)



Where made possible by published material - provision of some benchmark statistics about rural/market towns



Management of occasional online surveys of the member rural/market towns, to gather comparative information about topics of particular interest to this grouping and to the RSN as a whole



Free RSN community membership for your local organisations



Entry onto a bulletin calendar of the major local rural/market town events



The ability to establish and present the collective voice of rural/market towns



The ability to say what your council think about English rural issues which affect their area as and when they arise



An expectation that those views will be taken forward



Full entitlement to attend, free of charge, any of the seven regional seminars and meetings based around specialist topics held around the country annually



Involvement in the English Rural Sounding Board system



Discounted rates at the National Rural Conference every September

If you don't receive these currently you will also get:



The weekly Rural Bulletin



The monthly RSN Funding Digest

Summary:

Our target is to form a Rural Market Towns Group of approximately 125 towns in 2020 and harness the argument of these rural areas. Both the town councils, people in the towns, and their surrounding hinterlands will be better placed to put their arguments across and contribute to the rural voice. We hope you can help us grow from the start!

As we exit the EU we are currently calling on government to produce a 'Rural Strategy' giving both direction and promise to rural areas. Our wish is that Rural and Market Towns should be given clear opportunities in such a Strategy. To date government has received this call somewhat negatively. It is only by working together and by establishing and pursuing common goals that your town can input into the national picture. Please back us to back your town and your area.

LET'S BRING & ARGUE THE RURAL CASE TOGETHER

If you would like further information about the Rural/Market Towns Group please contact us:

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**RURAL/MARKET
TOWNS GROUP**

**RESOLUTION TO EXTEND 6 MONTH RULE –
SECTION 85 LOCAL GOVERNMENT ACT 1972**

AGENDA ITEM No. FC. 20/23

MEETING: FULL COUNCIL

DATE: 27TH JANUARY 2020

REPORT BY: TOWN CLERK

1.0 Purpose of the Report

- 1.1 To consider an extension of the 6-month rule for Councillor Stuart Light, having regard to the circumstances of his absence from meetings.

2.0 Background to the Report

- 2.1 Section 85 of the Local Government Act 1972 states that 'if a Member of a local authority fails throughout a period of six consecutive months from the date of his/her last attendance to attend any meeting of the authority, he/she shall, unless the failure was due to some good reason approved by the authority before the expiry of that period, cease to be a member of the authority'. Attendance can be at any Full Council Meeting, committee or sub-committee of which they are an appointed member.
- 2.2 Councillor Stuart Light was elected to the Council in May 2019 and represents Heathfield ward. In addition to Full Council, he also serves as a member of the Planning Committee and Recreation, Parks & Property Committee.
- 2.2 Councillor Light has been unable to attend meetings recently due to shift work commitments instigated by his new employer. The last meeting Cllr Light attended was Recreation, Parks & Property Committee on 14th October 2019 and would therefore cease to be a Councillor on 15th April 2020 if he was unable to attend a meeting before then.
- 2.3 It is hoped that Cllr Light will soon have an opportunity to negotiate a change to his working hours to accommodate the Council's meeting schedule, however this is not possible at the current time.
- 2.4 If a resolution is approved, this would not prevent Councillor Light from returning to meetings at any time if his circumstances changed, but would give flexibility and prevent further recourse to Council before the next scheduled elections.

3.0 Recommendations

- 3.1 Members are requested to consider approving an extension of the 6-month rule for Councillor Light as a consequence of his employer's shift-work requirements until 14th October 2020.