



BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG
Tel: 01626 834217 • E-mail: info@boveytracey.gov.uk • www.boveytracey.gov.uk
Office hours: 10.30am - 12.30pm Mon. Wed. & Fri.

3rd March 2020

To Members of the Finance, Resources & General Purposes Committee

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

Cc All other Members of the Council for information.

Dear Councillor,

You are hereby summoned to attend a meeting of the **Finance, Resources and General Purposes (FR&GP) Committee** which will be held in the Council Chamber, Town Hall, Bovey Tracey on **Monday 9th March 2020 at 7pm** for the purpose of transacting the business as set out below.

AGENDA

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

FR&GP.20/12 Apologies for absence:

****Public Participation:**

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

FR&GP.20/13 Minutes:

To agree as a correct record and approve the minutes of the meeting of 13th January 2020 (*copy enclosed).

FR&GP.20/14 Standing Item – Climate Emergency:

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

FR&GP.20/15 Accounts & Financial Statement:

To receive and approve:

- i) payment and receipt transactions between 1st January 2020 and 28th February 2020 (*copy enclosed)
- ii) bank reconciliation between 7th January 2020 and 28th February 2020 (*copy enclosed).
- iii) **note** the bank balances as below:
General Account: £ 116,002.34 (as at 28.2.20)
Business Bank Instant A/C: £ 125,030.34 (as at 28.2.20)
Business Bank Instant A/C: £ 99,459.42 (as at 28.2.20)



Business Bank Instant A/C: £ 21,353.91 (as at 28.2.20)

FR&GP.20/16 Fees & Charges 2020/21:

To consider a review of the current fees and charges (**copy enclosed*).

FR&GP.20/17 Grants – Moorland Community Care & Bovey Tracey Youth Action:

To consider a review of the grants:

£7,500.00 – Bovey Tracey Youth Action (annual)
£1,500.00 – Moorland Community Care (year 3 of 3)

FR&GP.20/18 Legal Advice Service (LAS):

To consider renewing the current agreement.

FR&GP.20/19 Treasury & Investment Policy:

To consider a review of the current policy (**copy enclosed*).

FR&GP.20/20 Hampshire Trust Bank - Bond:

To consider reinvesting the 1year Business Bond due to mature on 27th March 2020.

FR&GP.20/21 Risk Management Policy:

To review the Council's Risk Management Policy (**copy enclosed*).

FR&GP.20/22 Matters brought forward by Councillors: (*for information only*).

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

SIGNED



DATE

03/03/2020

M WELLS
TOWN CLERK

**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*).

CIlr 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 01/01/2020 and 28/02/2020

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/01/2020	Pulse8Communications	DD	22.00		3.67	4190	200	18.33	Broadband
02/01/2020	Premium Credit	DD	300.87			4190	200	300.87	Insurance
07/01/2020	British Gas	DD	10.24		0.48	4360	300	9.76	Electricity - Rec Grd toilets
07/01/2020	British Gas	DD	12.31		0.58	4710	700	11.73	Electricity - H'field Youth
07/01/2020	British Gas	DD	115.14		5.48	4190	200	109.66	Electricity - office
08/01/2020	UK Fuels Ltd	DD	130.34		21.72	4540	500	108.62	Fuel
10/01/2020	Devon Contract Waste	FPO063	52.56		8.76	4540	500	43.80	Waste collection
10/01/2020	Teignbridge District Council	FPO150	2,353.31			4000	150	2,353.31	Payroll
10/01/2020	Bovey Court Garage	FPO259	485.03		80.84	4540	500	404.19	Vehicle repairs
10/01/2020	PHS Group	FPO354	4.08		0.68	4540	500	3.40	Waste collection
10/01/2020	PVM Supplies	FPO357	133.49		22.25	4540	500	111.24	Goods
10/01/2020	Teignbridge District Council	FPO387	64.80		10.80	4190	200	54.00	Payroll services
10/01/2020	Mr M Wells	FPO401	168.70			4190	200	168.70	Refund wine Carol Service
10/01/2020	PHS Group	FPO404	254.64		42.44	4540	500	212.20	Waste collection
10/01/2020	Equiptest Ltd	FPO441	518.40		86.40	4190	200	432.00	PA Testing
10/01/2020	Teignbridge District Council	FPO554	5,300.00			4000	150	5,300.00	Payroll
10/01/2020	Mrs B Hawkins	FPO663	50.00			4300	300	50.00	Refund deposit allot 14B
10/01/2020	M I Davey	FPO757	335.00			4190	200	335.00	Catering Carol Service
10/01/2020	Devon Contract Waste	FPO778	45.84		7.64	4540	500	38.20	Waste collection
10/01/2020	MVG Devon Ltd	FPO788	45.00			4460	350	45.00	Refund Xmas tree
10/01/2020	S West Water	FPO857	18.96			4500	400	18.96	Supply cemetery
13/01/2020	Mr R L Griffiths	931	50.00			4300	300	50.00	Ref'd allot 47 deposit
13/01/2020	Miss O Whiteway-Wilkinson	932	50.00			4300	300	50.00	Ref'd allot 13A deposit
16/01/2020	EDF Energy	DD	19.58		0.93	4190	200	18.65	Supply CCTV
17/01/2020	British Gas	DD	8.82		0.42	4500	400	8.40	Electricity - cemetery
21/01/2020	EE Phone	DD	35.58		5.93	4190	200	29.65	Plan charge
27/01/2020	S & D Powlesland	FPO 005	50.00			4300	300	50.00	Refund allot plot 18 deposit
27/01/2020	Specialist Hygiene Services Lt	FPO 030	299.20		49.86	4360	300	249.34	Cleaning - toilets
27/01/2020	B Fletcher	FPO 098	48.00			4190	200	48.00	Cleaning
27/01/2020	Mole Valley Farmers	FPO 318	19.26		3.21	4540	500	16.05	Goods
27/01/2020	S W Water	FPO 391	30.96			4300	300	30.96	Supply -allotments
27/01/2020	Nell Brown	FPO 447	15.00			4470	350	15.00	Refund G Man deposit
27/01/2020	Devon Contractors	FPO 451	5,212.62		868.77	4250	250	4,343.85	Community Centre Val 3
27/01/2020	PortalPlanQuest Ltd	FPO 452	58.00			4250	250	58.00	Plan fee Comm Centre
Subtotal Carried Forward:			16,317.73	0.00	1,220.86			15,096.87	

Current Account

Payments made between 01/01/2020 and 28/02/2020

										Nominal Ledger Analysis	
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details		
7/01/2020	Devon Contract Waste	FPO 529	42.53		7.09	4540	500	35.44	Waste collection		
7/01/2020	S W Water	FPO 589	179.39			4360	300	179.39	Supply - public toilets		
7/01/2020	Diversified Business Comm	FPO 621	198.00		33.00	4190	200	165.00	CDC Yearbook entry		
7/01/2020	Bovey Tracey Youth Action	FPO 631	1,250.00			4600	600	1,250.00	Nov & Dec 19 payments		
7/01/2020	Mr M Wells	FPO 637	125.00			4190	200	125.00	Ref'd -parking permi		
7/01/2020	Smith Consult Ltd	FPO 736	1,303.80		217.30	4250	250	1,086.50	Comm Centre RIBA stage 5		
7/01/2020	C R Willcocks & Co Ltd	FPO 907	465.60		77.60	4540	500	388.00	Goods		
7/01/2020	Lisa Robillard Webb	FPO 955	26.25			4910	350	26.25	NDP admin services		
8/01/2020	Devon Contractors	BP	79,657.31		13,276.22	4250	250	66,381.09	Valuation No. 3		
3/02/2020	Pulse8Communications	DD	22.00		3.67	4190	200	18.33	Broadband		
3/02/2020	Premium Credit	DD	300.87			4190	200	300.87	Insurance		
3/02/2020	Elite Group	DD	173.36		28.89	4190	200	144.47	Telecom		
4/02/2020	PHS Group	FPO091	72.00		12.00	4540	500	60.00	Duty of care cert		
4/02/2020	1st Office Equipment	FPO377	369.26		61.54	4190	200	307.72	Copier charge		
4/02/2020	Mr M Wells	FPO385	10.76			4190	200	10.76	Refund - postage		
4/02/2020	Teignbridge District Council	FPO741	2,353.31			4000	150	2,353.31	Payroll		
5/02/2020	UK Fuels Ltd	DD	66.49		11.08	4540	500	55.41	Fuel		
6/02/2020	BG Business	DD	15.48		0.73	4710	700	14.75	Electricity H'field Youth		
6/02/2020	Brit Gas	DD	53.82		2.56	4360	300	51.26	Electricity public toilets		
6/02/2020	Brit Gas	DD	188.29		8.96	4190	200	179.33	Electricity supply office		
0/02/2020	Mr N Brock	933	385.00			4500	400	385.00	Gravedigging		
3/02/2020	BT Methodist Church	934	26.00			4910	350	26.00	Hire		
4/02/2020	British Gas	DD	9.11		0.43	4500	400	8.68	Electricity - cemetery		
4/02/2020	Play & Leisure Ltd	FPO052	351.09		58.51	4540	500	292.58	Goods		
4/02/2020	Arnolds	FPO110	24.34		4.06	4540	500	20.28	Goods		
4/02/2020	B Fletcher	FPO270	48.00			4190	200	48.00	Cleaning		
4/02/2020	Teignbridge District Council	FPO304	5,300.00			4000	150	5,300.00	Payroll		
4/02/2020	KB2 Consulting Engineers	FPO372	1,770.00		295.00	4250	250	1,475.00	Community Centre		
4/02/2020	Devon Contract Waste	FPO399	38.88		6.48	4540	500	32.40	Collection		
4/02/2020	Royal Mail	FPO439	119.40		19.90	4910	350	99.50	Services licence		
4/02/2020	Emma C Rendell	FPO527	105.00			4470	350	105.00	GM Festival		
4/02/2020	Peregrine Mears Architects Ltd	FPO551	5,616.00		936.00	4250	250	4,680.00	Community Centre stage 5		
4/02/2020	Specialist Hygiene Services Lt	FPO678	299.20		49.86	4360	300	249.34	Cleaning public toilets		
4/02/2020	Mole Valley Farmers	FPO761	66.48		11.08	4540	500	55.40	Goods		
4/02/2020	WPS Insurance Brokers	FPO819	38.24			4190	200	38.24	Addition to policy		
Subtotal Carried Forward:			117,387.99	0.00	16,342.82			101,045.17			

Current Account

Payments made between 01/01/2020 and 28/02/2020

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
14/02/2020	Smith Consult Ltd	FPO865	1,303.80		217.30	4250	250	1,086.50	Community Centre stage 5
14/02/2020	Mr M Wells	FPO872	26.03			4540	500	26.03	Refund Shipment charge
17/02/2020	EDF Energy	DD	19.58		0.93	4190	200	18.65	Supply - CCTV cameras
21/02/2020	EE Phone	DD	35.58		5.93	4190	200	29.65	Plan charge
28/02/2020	Elitetele.com	DD	58.80		9.80	4190	200	49.00	Telecom
Total Payments:			118,831.78	0.00	16,576.78			102,255.00	

Current Account

Receipts received between 01/01/2020 and 28/02/2020

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
415	Banked: 02/01/2020	340.00						
96	Mr R Freeman	20.00			1200	100	20.00	Rent Allot 30
97	Mr T Scurfield	20.00			1200	100	20.00	Rent allot 32
98	Mr M Harvey	20.00			1200	100	20.00	Rent Allot 26
99	Miss E Evans	70.00			1200	100	70.00	Rent & deposit allot 9a
100	Mrs A & Mr G Johnson	20.00			1200	100	20.00	Rent allot 1B
101	Mrs S Watson	20.00			1200	100	20.00	Rent allot 11a
102	Mr P & Mrs C Wells	20.00			1200	100	20.00	Rent allot 2a
103	Mr A Blundell	20.00			1200	100	20.00	Rent allot 15b
104	Mrs D finch	20.00			1200	100	20.00	Rent allot 9b
105	Mr S Goodhew	20.00			1200	100	20.00	Rent allot 20
106	Mrs R Hewings	20.00			1200	100	20.00	Rent allot 27
107	Mrs J Stevens	20.00			1200	100	20.00	Rent allot 2b
108	Mrs D Hamilton	50.00			1200	100	50.00	Rent allot 45
FPI	Banked: 02/01/2020	50.00						
220	Mr & Mrs P Field	50.00			1200	100	50.00	Rent allot44
FPI	Banked: 02/01/2020	20.00						
116	E Moseley	20.00			1200	100	20.00	Rent allot 19a
FPI	Banked: 06/01/2020	70.00						
FPI Evans	J Evans	70.00			1200	100	70.00	Allot 5A rent & deposit
FPI001	Banked: 07/01/2020	50.00						
FPI001	E Parkinson	50.00			1200	100	50.00	Rent allot 33
FPI0000N	Banked: 07/01/2020	50.00						
FPI0000N	J Connelly	50.00			1200	100	50.00	Rent allot 48
FPI093	Banked: 08/01/2020	20.00						
FPI093	H Jewell	20.00			1200	100	20.00	Rent allot 4A
FPI789	Banked: 08/01/2020	20.00						
FPI789	B Alton	20.00			1200	100	20.00	Rent allot 8A
415	Banked: 09/01/2020	220.00						
109	Mr M Corps	20.00			1200	100	20.00	Rent allot 10B
110	Mr T Heale	20.00			1200	100	20.00	Rent allot 25
111	Mr S Goodman	30.00			1200	100	30.00	Rent allot 12
112	Mr P Manning	50.00			1200	100	50.00	Rent allot 37
113	Ms D Belton	20.00			1200	100	20.00	Rent allot 29
114	Mr M Levantine	30.00			1500	100	30.00	Donation G Man Festival
115	Mrs S Oxton	50.00			1200	100	50.00	Rent allot 46
	Banked: 09/01/2020	15,000.00						
Transfer	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Virement
FPI001	Banked: 13/01/2020	50.00						
FPI001	A Trafford	50.00			1200	100	50.00	Rent allot 36
416	Banked: 16/01/2020	1,107.00						
Subtotal Carried Forward:		16,997.00	0.00	0.00			15,890.00	

Current Account

Receipts received between 01/01/2020 and 28/02/2020

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
116	Mrs A Taylor	50.00			1200	100	50.00	Rent allot 39
117	Ms K Gardner	50.00			1200	100	50.00	Rent allot 35
118	Mr R Brimicombe	30.00			1200	100	30.00	Rent allot 7
0590	Parkers Funeral Directors	564.00			1400	400	564.00	Burial
119	Ms S Sammons	70.00			1200	100	70.00	Rent & deposit allot 18
120	Torbay Display	45.00			1110	100	45.00	Refund Xmas tree
121	Openreach	298.00			1250	250	298.00	Refund survey fee
FP	Banked: 16/01/2020	632.00						
FP	A Lewis	632.00			1400	400	632.00	Purchase burial plot
	Banked: 21/01/2020	5,212.62						
TFR	Lloyds Deposit - 07214996	5,212.62			220		5,212.62	Virement
	Banked: 21/01/2020	79,657.31						
TFR	Lloyds Deposit - 07214996	79,657.31			220		79,657.31	Virement
FP120	Banked: 23/01/2020	20.00						
FP120	A Watson	20.00			1200	100	20.00	Rent allot 31
FP452	Banked: 24/01/2020	20.00						
FP452	N Wilson	20.00			1200	100	20.00	Rent allot 13B
417	Banked: 30/01/2020	500.66						
122	B T Heritage Trust	91.66			1900	100	91.66	Telecom etc
0591	F Christophers & Son Ltd	409.00			1400	400	409.00	Ashes interment
418	Banked: 04/02/2020	589.33						
0592	Mr D Bowden	409.00			1400	400	409.00	Ashes interment
123	Lord A Vizor	20.00			1200	100	20.00	Rent allot 28A
124	BT Information Centre Trust	160.33			1900	100	160.33	Telecom etc
FP797	Banked: 05/02/2020	20.00						
FP797	W Palmer	20.00			1500	100	20.00	GM Festival
FPO795	Banked: 05/02/2020	40.00						
FP795	W Palmer Barn Living	40.00			1500	100	40.00	GM Festival
FP001	Banked: 06/02/2020	5.00						
FP001	D Craig Charms4U	5.00			1500	100	5.00	GM Fest
FP752	Banked: 06/02/2020	20.00						
FP752	K Baker Faces Glitz& Glam	20.00			1500	100	20.00	GM Fest
FP151	Banked: 10/02/2020	20.00						
FP151	H Brown Spindernella	20.00			1500	100	20.00	GM Fest
FP	Banked: 11/02/2020	20.00						
FP	S MacDonald	20.00			1500	100	20.00	G M Fest
FP	Banked: 11/02/2020	50.00						
FP	E & M Strong	50.00			1200	100	50.00	Allot 6A deposit
FP	Banked: 11/02/2020	20.00						
Subtotal Carried Forward:		103,823.92	0.00	0.00			103,803.92	

Current Account

Receipts received between 01/01/2020 and 28/02/2020

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
FP	E & M Strong	20.00			1200	100	20.00	Rent allot 6A
FP	Banked: 11/02/2020	20.00						
FP	C De'Ath	20.00			1500	100	20.00	GM Fest
419	Banked: 13/02/2020	681.00						
0593	A Merrifield	378.00			1400	400	378.00	Headstone
0594	Co-operative Funeral Services	171.00			1400	400	171.00	Ashes interment
0595	Mrs S Bradley	102.00			1400	400	102.00	Wall plaque at cemetery
125	Mrs P Waldron	20.00			1500	100	20.00	G M Festival
126	Mr J Winsler	10.00			1500	100	10.00	GM Festival
	Banked: 13/02/2020	15,000.00						
Transfer	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Virement
FP	Banked: 13/02/2020	20.00						
FP	Gia D'Aprano	20.00			1500	100	20.00	GM Fest
	Banked: 13/02/2020	15,000.00						
TFR	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Virement
FP	Banked: 14/02/2020	30.00						
FP	Authentic Thai	30.00			1500	100	30.00	GM Fest
127	Banked: 14/02/2020	-20.00						
127	Mrs C Shezall	-20.00			1400	400	-20.00	G M Festival
127	Banked: 14/02/2020	20.00						
127	Mrs C Shezall	20.00			1500	100	20.00	G M Festival
FP	Banked: 17/02/2020	100.00						
FP	M Gouveia	100.00			1200	100	100.00	Allot 47 Deposit & rent
FPI	Banked: 18/02/2020	30.00						
FPI	A Weare-Gifford	30.00			1500	100	30.00	GM Festival
FPI	Banked: 18/02/2020	70.00						
FPI	N Ryan	70.00			1200	100	70.00	Allot 14B Deposit & rent
FPI	Banked: 19/02/2020	30.00						
FPI	D Szarowicz	30.00			1500	100	30.00	GM Festival
FPI	Banked: 24/02/2020	30.00						
FPI	P Quirke	30.00			1500	100	30.00	GM Festival
	Banked: 27/02/2020	103,379.62						
TF	Lloyds Deposit - 07214996	103,379.62			220		103,379.62	Virement
	Banked: 27/02/2020	2,103.04						
TF	Lloyds Deposit - 07214996	2,103.04			220		2,103.04	Virement
420	Banked: 27/02/2020	547.50						
127	Mrs C Shezall	20.00			1400	400	20.00	G M Festival
128	Mrs N Mierau	20.00			1500	100	20.00	G M Festival
Subtotal Carried Forward:		240,865.08	0.00	0.00			240,357.58	

Current Account

Receipts received between 01/01/2020 and 28/02/2020

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>
0596	Co-op Funeralcare	62.00			1400	400	62.00	Additional inscription
129	Mrs J Surtees	20.00			1200	100	20.00	Rent allot 11B
130	Western Power Distribution	7.50			1900	100	7.50	Lease
0597	Griffin Stone Moscrop	378.00			1400	400	378.00	Headstone
131	Daniel Payne Mem Fd	20.00			1500	100	20.00	G M Festival
132	Mrs S Radford	20.00			1500	100	20.00	G M Festival
	FPI Banked: 27/02/2020	20.00						
	FPI Pinnacle Icing	20.00			1500	100	20.00	GM Festival
	FPI Banked: 27/02/2020	20.00						
	FPI S Maher	20.00			1500	100	20.00	GM Festival
	FPI Banked: 28/02/2020	20.00						
	FPI E Douglas	20.00			1500	100	20.00	GM Festival
Total Receipts:		240,925.08	0.00	0.00			240,925.08	

Lloyds Deposit - 00711234

Payments made between 01/01/2020 and 28/02/2020

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>
09/01/2020	Current Account	Transfer	15,000.00				200	15,000.00	Virement
10/01/2020	Lloyds Deposit - 07214996	TFR	2,207.21				220	2,207.21	VAT Refd. Val.2
10/01/2020	Lloyds Deposit - 07214996	TFR	10,662.87				220	10,662.87	Virement
10/01/2020	Lloyds Deposit - 07214996	TFR	3,115.45				220	3,115.45	Virement
10/01/2020	Lloyds Deposit - 07214996	TFR	19,491.77				220	19,491.77	Virement
10/01/2020	Lloyds Deposit - 07214996	TFR	2,207.21				220	2,207.21	Virement
10/01/2020	Lloyds Deposit - 07214996	TFR	1,562.30				220	1,562.30	Virement
10/01/2020	Lloyds Deposit - 07214996	VAT TFR	10,662.87				220	10,662.87	VAT Refd. Val 1
10/01/2020	Lloyds Deposit - 07214996	VAT TFR	3,115.45				220	3,115.45	Ref'd VAT. Val 1
10/01/2020	Lloyds Deposit - 07214996	VAT TFR	19,491.77				220	19,491.77	VAT Refd. Val.2
10/01/2020	Lloyds Deposit - 07214996	VAT TFR	1,562.30				220	1,562.30	VAT Refd. Fees Nov & Dec 19
3/02/2020	Current Account	TFR	15,000.00				200	15,000.00	Virement
3/02/2020	Current Account	Transfer	15,000.00				200	15,000.00	Virement
Total Payments:			119,079.20	0.00	0.00			119,079.20	

Lloyds Deposit - 00711234

Receipts received between 01/01/2020 and 28/02/2020

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Interest	Banked: 09/01/2020	6.54						
Interest	Lloyds Bank	6.54			1090	100	6.54	Interest
BGC	Banked: 10/01/2020	40,584.69						
BGC	HMRC	40,584.69			105		40,584.69	VAT refund
Interest	Banked: 10/02/2020	6.12						
Interest	Lloyds Bank	6.12			1090	100	6.12	Interest
BGC	Banked: 11/02/2020	460.00						
BGC	DCC	460.00			1100	100	460.00	Grant
Total Receipts:		41,057.35	0.00	0.00			41,057.35	

Lloyds Deposit - 07214996

Payments made between 01/01/2020 and 28/02/2020

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>
01/01/2020	Current Account	TFR	5,212.62			200	5,212.62	Virement
01/01/2020	Current Account	TFR	79,657.31			200	79,657.31	Virement
07/02/2020	Current Account	TF	103,379.62			200	103,379.62	Virement
07/02/2020	Current Account	TF	2,103.04			200	2,103.04	Virement
Total Payments:			190,352.59	0.00	0.00		190,352.59	

Lloyds Deposit - 07214996

Receipts received between 01/01/2020 and 28/02/2020

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Interest	Banked: 09/01/2020	11.98						
Interest	Lloyds Bank		11.98		1090	100	11.98	Interest
	Banked: 10/01/2020	10,662.87						
VAT TFR	Lloyds Deposit - 00711234	10,662.87			210		10,662.87	VAT Refd. Val 1
	Banked: 10/01/2020	3,115.45						
VAT TFR	Lloyds Deposit - 00711234	3,115.45			210		3,115.45	Refd VAT. Val 1
	Banked: 10/01/2020	19,491.77						
VAT TFR	Lloyds Deposit - 00711234	19,491.77			210		19,491.77	VAT Refd. Val.2
	Banked: 10/01/2020	2,207.21						
TFR	Lloyds Deposit - 00711234	2,207.21			210		2,207.21	VAT Refd. Val.2
	Banked: 10/01/2020	1,562.30						
VAT TFR	Lloyds Deposit - 00711234	1,562.30			210		1,562.30	VAT Refd. Fees Nov &
	Banked: 10/01/2020	10,662.87						
TFR	Lloyds Deposit - 00711234	10,662.87			210		10,662.87	Virement
	Banked: 10/01/2020	3,115.45						
TFR	Lloyds Deposit - 00711234	3,115.45			210		3,115.45	Virement
	Banked: 10/01/2020	19,491.77						
TFR	Lloyds Deposit - 00711234	19,491.77			210		19,491.77	Virement
	Banked: 10/01/2020	2,207.21						
TFR	Lloyds Deposit - 00711234	2,207.21			210		2,207.21	Virement
	Banked: 10/01/2020	1,562.30						
TFR	Lloyds Deposit - 00711234	1,562.30			210		1,562.30	Virement
Interest	Banked: 10/02/2020	10.26						
Interest	Lloyds Bank		10.26		1090	100	10.26	Interest
Total Receipts:		74,101.44	0.00	0.00			74,101.44	

Lloyds Deposit (Cil) -66934760

Receipts received between 01/01/2020 and 28/02/2020

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Interest Banked: 09/01/2020		0.91						
Interest Lloyds Bank		0.91			1090	100	0.91	Interest
Interest Banked: 10/02/2020		0.94						
Interest Lloyds Bank		0.94			1090	100	0.94	Interest
Total Receipts:		1.85	0.00	0.00			1.85	

Bovey Tracey Town Council

Bank - Cash and Investment Reconciliation as at 2 March 2020

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	28/02/2020 Current Account	116,002.34
2	31/12/2019 Bus Bank Instant	139,564.22
3	28/02/2020 Lloyds Deposit 07214996	99,459.42
4	28/03/2020 Lloyds CiL account	21,353.91
		376,379.89
<u>Unpresented Payments</u>		
1	26/11/2018 571	17.96
1	16/05/2019 725	15.00
1	08/07/2019 799	15.00
1	13/01/2020 932	50.00
1	13/02/2020 934	26.00
2	10/01/2020 TFR	10,662.87
2	10/01/2020 TFR	3,115.45
2	10/01/2020 TFR	19,491.77
2	10/01/2020 TFR	2,207.21
2	10/01/2020 TFR	1,562.30
2	13/02/2020 TFR	15,000.00
2	13/02/2020 Transfer	15,000.00
		67,163.56
		309,216.33
<u>Receipts not on Bank Statement</u>		
1	13/02/2020 TFR	15,000.00
2	11/11/2019 Interest	8.31
2	11/11/2019 Interest	-8.31
2	10/02/2020 Interest	6.12
2	11/02/2020 BGC	460.00
3	10/01/2020 TFR	10,662.87
3	10/01/2020 TFR	3,115.45
3	10/01/2020 TFR	19,491.77
3	10/01/2020 TFR	2,207.21
3	10/01/2020 TFR	1,562.30
		52,505.72
		361,722.05
<u>Closing Balance</u>		
<u>All Cash & Bank Accounts</u>		
1	Current Account	130,878.38
2	Lloyds Deposit - 00711234	72,990.74
3	Lloyds Deposit - 07214996	136,499.02
4	Lloyds Deposit (CiL) 66934760	21,353.91
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	361,722.05

Bovey Tracey Town Council

Fees & Charges - Review (2020/2021)

- Section 1 - Cemetery Fees (Parts 1 - 5)
- Section 2 - Allotment Fees
- Section 3 - Christmas Lights
- Section 4 - Town Centre Baskets/Boxes
- Section 5 - Gravedigger Fees

Section 1 - Cemetery Fees

PART 1 - INTERMENTS

	2019/20 fees	2020/21 Proposed (Parishioner)	2020/21 Proposed (Non- Parishioner)
For the interment in a grave for which no exclusive right of burial or exclusive grant of burial has been granted:			
(a) A stillborn or a child whose age did not exceed FIVE years at the time of death.	No Charge	No Charge	No Charge
(b) A child whose age at the time of death did exceed FIVE years but did not exceed TWELVE years.	£250 (£500)	No Change	No Change
(c) A person whose age at the time of death exceeded TWELVE years:			
Single - 4ft (1.22m Depth)	£564 (£1128)	£575	£1150
Double - 6ft (1.83m Depth)	£667 (£1334)	£680	£1360
Treble - 8ft (2.44m Depth)	£796 (£1592)	£812	£1624
For any interment in a walled grave in respect of which an exclusive right of burial has been granted.	A quotation will be given	A quotation will be given	A quotation will be given
For any interment of cremated remains.	£171 (£342)	£174	£348

**PART 2 - EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES
(PURCHASE)**

For the right of burial for a period not exceeding 100 years.			
(a) In an earthen grave 8 feet by 3 feet	£632 (£1264)	£644	£1288
(b) In an earthen grave 8 feet by 6 feet	£1258 (£2516)	£1283	£2566
For exclusive right of burial in a child's grave not exceeding 3ft 6" by 1ft 6"	£238 (£476)	£242	£484
Cremation Plot	£238 (£476)	£242	£484

PART 3 - WALLED GRAVES

For the right to construct and for the exclusive right of burial for a period not exceeding 100 years.			
(a) In a grave 8 feet by 4 feet	£898 (£1796)	£915	£1830
(b) In a grave 8 feet by 8 feet	£1802 (£3604)	£1838	£3676

THE FEES INDICATED FOR PARTS 2 AND 3 INCLUDE THE DEED OF GRANT

PART 4 - MONUMENTS, GRAVESTONES, TABLETS AND INSCRIPTIONS

For the right to erect or place on a grave for which exclusive right of burial has been granted:			
(a) A headstone or cross not exceeding 4 feet in height or 2 feet 6" in width incorporating or not a vase.	£189 (£378)	No change	No change
(b) A granite, marble or other stone constructed vase alternative to a memorial.	£62 (£124)	No change	No change
(c) A tablet on any grave where a memorial existed before 1 st April 1976.	£92 (£184)	No change	No change
(d) A kerb-set, (including headstone) size not to exceed 8" in height, 2.160m (711" in length and 0.940m (3'1" wide)	£245 (£490)	No change	No change
(e) A kerb-set as an addition to an existing headstone.	£129 (£258)	No change	No change

For the right to place on a child's grave for which the exclusive right of burial has been granted, a headstone, cross or similar not exceeding 3 feet in height and 1 foot 3" in width incorporating or not a vase	£95 (£190)	No change	No change
A tablet or vase-tablet on a cremation plot or a small headstone.	£102 (£204)	No change	No change
Additional inscription after the first.	£62 (£124)	No change	No change

PART 5

Search Fee	£28	No change	N/A
------------	-----	-----------	-----

Section 2 - Allotment Fees

Allotment Plots Rental (Older Plots)	£20 pa	No change	N/A
Allotment Plots Rental (Newer Plots)	£50 pa	No change	N/A
Allotment Deposits	£50	No change	N/A

Section 3 - Christmas Lights

Supply and fit Christmas Tree	£45	No change	N/A
Business Contribution towards Town Centre Lights	£30	No change	N/A

Section 4 - Town Centre Baskets/Boxes

Purchase of a serviced basket/box	£25	No change	N/A
-----------------------------------	-----	-----------	-----

Section 5 - Gravedigger Fees

Preparation of a Single Depth Plot	£385	£425	N/A
Re-opening a Plot	£385	£425	N/A
Preparation of a Double Depth Plot	£470	£500	N/A



Treasury & Investment Policy

1. Policy Background

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

2. Definitions

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

3. Policy Objectives

The overriding policy objectives are:

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

4. Investment Policy

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

5. Treasury Policy

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

Appendix A

Procedure for Deposits

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

Procedure for Bank Transfers

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

BOVEY TRACEY TOWN COUNCIL RISK MANAGEMENT POLICY

The following are the Town Council's current internal controls for risk management of all areas of the Town Council's activities.

1. Plays Areas – Mill Marsh Park & Recreation Ground

Weekly recorded inspection of the play equipment of the two play areas.

The Town Council undertakes an annual inspection of play areas in January with The Play Inspection Company. Any recommendations are reported to the Town Council and subsequently minuted.

2. Town Hall

Annual maintenance contracts are in place for the servicing of:

- i. Emergency lighting
- ii. Fire extinguishers

Since the Town Council disposed of the Town Hall in January 2016, responsibility for the safety inspections, fire alarm testing and emergency lighting system is undertaken by Dartmoor Whisky Distillery.

3. Cemetery

- i. Annual written recorded inspection of headstones to check stability.
- ii. Contractor employed to undertake interments on behalf of the Town Council. £5,000,000 Public Liability insurance required.

4. Old Railway Station

The Town Council owns this building, under the terms of the lease the Heritage Trust are recharged for the building insurance. Adequacy of cover is reviewed annually.

5. Vehicles, Machinery & Electric Tools/Appliances

- i. The Town Council Mitsubishi vehicle is serviced annually with an authorised dealership.
- ii. All grounds maintenance equipment is serviced by an authorised dealership.
- iii. Contractors are employed to undertake the grass cutting, tree works and hedge cutting for the Town Council's open spaces. Method statements and H&S policies are submitted and a minimum of £5,000,000 Public Liability insurance is required.
- iv. Contract prices, contract performance and conditions are reviewed annually in October, prior to budget setting.
- v. All electric tools/appliances are PAT tested on an annual cycle (last test December 2018 January 2020)

6. Open Spaces, Seats & Bus Shelters

- i. All open spaces under the ownership of the Town Council are checked daily. Club and Organisations using the Recreation Ground are required to submit copies of their Public Liability insurance annually. Members of staff are qualified to undertake herbicide application.
- ii. Quantified Tree Risk Assessments are undertaken bi-annually on Town Council assets

- iii. Seats owned by the Town Council are checked annually and follow a three-year maintenance/repainting programme.
- iv. Bus shelters are checked and cleaned as required.

7. Health & Safety Review

The Town Council undertakes an annual H & S Review in January with their insurers WPS. Any recommendations and required actions are reported to the Town Council and subsequently minuted.

8. Fixed Asset Management

- i. Clear statements of management responsibility are delegated for each area of service within the organisation
- ii. Up to date register of fixed assets is maintained
- iii. Asset insurance valuations agree to those listed in the asset register
- iv. Annual review of insurance risk and adequacy of cover is undertaken and minuted.

9. Office Equipment & CCTV Equipment

- i. Annual service and maintenance contracts in place.
- ii. Training is provided for safe use of these items of equipment

10. Internal Controls for Financial Risk Management

A comprehensive Risk Assessment of Financial and Non-Financial Internal Controls is undertaken annually.

11. Members Code of Conduct

Pursuant to Section 27 of the Localism Act 2011, Bovey Tracey Town Council has revised its adopted Code of Conduct on 18th September 2017

12. Risk Management Controls

It will be a duty of the Town Council to review the Risk Management Controls of the council's activities on an annual basis.