

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.

16th March 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 23rd March 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.20/24. Apologies for absence**
To receive apologies for inability to attend.
- FC.20/25. Declarations of Interest and Requests for Dispensations**
To declare any disclosable pecuniary interests or any other interest which members may have in the following agenda items and consider any dispensation requests.
- FC.20/26. Minutes**
To receive and resolve as a correct record the minutes of the Town Council meeting held on 27.1.20 (*copy enclosed).
- FC.20/27. 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.20/28. **Report of the Mayor's Chaplain**
To receive a report from the Mayor's Chaplain.
- FC.20/29. **Report of the Police**
To receive the Police Report.
- FC.20/30. **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.20/31. **County, District and Town Councillor Reports**
To receive any reports on matters affecting the parish.
- FC.20/32. **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.20/33. **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.20/34. **Recreation, Parks & Property Committee (RP&P) Committee:**
i) To receive and adopt the minutes of the meeting held on 24.2.20 (**draft copy enclosed*).
- FC.20/35. **Finance, Resources & General Purposes (FR&GP) Committee:**
i) To receive and adopt the minutes of the meeting held on 9.3.20 (**draft copy enclosed*).
ii) To consider a recommendation to adopt the revised Risk Management Policy (**copy enclosed*). (FR&GP.20/21)
- FC.20/36. **Planning Committee:**
i) To receive and adopt the minutes of the meetings held on 10.2.20, 24.2.20 (**copies enclosed*) & 9.3.20 (**draft copy enclosed*).
- FC.20/37. **Community Centre Steering Group:**
i) To receive and adopt the minutes of the meeting held on 12.3.20 (**draft copy enclosed*).
ii) To consider a recommendation to appoint Supplier 2 to provide the Community Centre fixtures and fittings.
- FC.20/38. **The Town Mayor's Interests:**
To receive and note the Town Mayor's engagements/announcements.
- FC.20/39. **Climate Emergency:**
To receive and consider any updates or actions in relation to the Climate Emergency Declaration.

- FC.20/40. **Neighbourhood Development Plan:**
To receive and consider any updates or actions in relation to the Bovey Parish Neighbourhood Plan.
- FC.20/41. **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.20/42. **Meetings Schedule 2020/21:**
To consider adopting the draft meetings schedule (**copy enclosed*) for all Standing Committee meetings for the period from 4th May 2020.
- FC.20/43. **Coronavirus Outbreak:**
To consider adopting an operational contingency plan (**copy enclosed*) in the case of the coronavirus outbreak worsening and any other action as appropriate.

SIGNED.......... DATE...17/03/2020.....

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 BAPTIST CHURCH
HIND STREET, BOVEY TRACEY ON MONDAY 27TH JANUARY 2020 AT 7.00PM.**

Present:

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

Cllr A Allen	Cllr D Fletcher
Cllr J Arnold	Cllr A Kerswell*
Cllr R Bradshaw	Cllr O Mills
Cllr D 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
Three members of the public

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

FC.20/01. Apologies for absence:

Cllr U Arnold – Personal commitment
Cllr S Brooke – Leave
Cllr J Cole – Personal commitment
Cllr E Kelly - Leave
Cllr S Light – Work commitment
PCSO P Wilson

FC.20/02. Declarations of Interest and Requests for Dispensations:

Members signed the Dispensation for Councillors, in respect of the Budget/Precept setting process, prior to the commencement of the meeting.

FC.20/03. Minutes:

The minutes of the Town Council meeting held on 11.11.19 (**copy previously circulated*) were confirmed as a true record and were duly signed by the Town Mayor.

FC.20/04. 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.20/05. Report of the Mayor's Chaplain:

Rev Hooke, Mayor's Chaplain, advised that, during Lent, lunches will be held each Thursday at the Methodist Church commencing on 27th February. Proceeds raised will be donated to the Homeless in Teignbridge Support charity.

FC.20/06. Report of the Police:

A copy of the Neighbourhood Police report for the period 1st to 31st December 2019 was circulated.

FC.20/07. Questions and Statements by the Public:

Mr P Beecher (Residents' Association) referred to the increasing number of new developments in the area and the lack of infrastructure to support the increasing population. Mr Beecher requested the Council to make representation to TDC requesting a detailed breakdown of how and when facilities are to be funded. Cllr Bradshaw replied stating that the Town Council and Neighbourhood Development Plan Steering Group recognise these issues. He advised that the provision of infrastructure is not controlled by the Town Council. He hoped that the provision of a Neighbourhood Development Plan will provide greater structure to future development. Cllr Gribble agreed to make representation to TDC.

FC.20/08. County, District and Town Councillor Reports:

DCC, TDC & Town Cllr Gribble:

- i) Advised that he had attended all regular DCC meetings.
- ii) Noted that the section of the Wray Valley Trail between Lustleigh and Moretonhampstead opened in December.
- iii) Advised that he had secured funding for the repair of Station Road roundabout. It is hoped that the work will be completed shortly.

TDC Cllr Kerswell:

- i) Noted that she had attended all regular meetings.
- ii) Referred to the possible introduction of a bin tax of £80.00 for the provision of bins. This would be applicable to all purchasers of new homes in Teignbridge.
- iii) Locally she had attended all regular meetings, Heritage Trust AGM, Carol Service and the Methodist Church 50 year celebration Songs of Praise.

TDC Cllr Morgan:

- i) Noted that she had attended regular meetings.
- ii) Advised that representation has been made to the Secretary of State objecting to the proposed bin tax.
- iii) Advised that she has called in for consideration by Committee the application for a gas fired power plant at Heathfield.
- iv) Noted that Bonds Meadow is still for sale. The trees are well established and felling would be inappropriate.
- v) Referred to the bridge at Clay Lane and advised that DCC is considering the installation of traffic lights.
- vi) Noted the excellent service that Mr Steven Ley, TDC parish sweeper, provides and considered that this should be recognised.

Cllr Allen referred to the evolving communication strategy and considered that a draft could be available for consideration soon.

FC.20/09. Representation on Outside Bodies:

Cllr Elphick advised that he had attended the Heritage Trust AGM and a meeting regarding the proposed Heathfield Rail Link.

The meeting returned to session

FC.20/10. Business Raised by the Public:

No action required.

FC.20/11. Recreation, Parks & Property Committee (RP&P) Committee:

i) The minutes of the meeting held on 9.12.19 (**draft copy previously circulated*) were received and were adopted.

ii) Members considered appointing a lead Councillor to assist with arrangements for the 2020 South West in Bloom entry. (RP&P.19/66)

Resolved:

To appoint Cllr Kerswell.

iii) Members considered supporting a commemorative service on Sunday 16th August 2020 for the 75th anniversary of VJ Day. (RP&P.19/71).

Resolved:

To support a commemorative service as set out above.

FC.20/12. Finance, Resources & General Purposes (FR&GP) Committee:

i) The minutes of the meeting held on 13.1.20 (**draft copy previously circulated*) were received and were adopted.

ii) Members considered adopting the draft budget for 2020/21 (**copy previously circulated*) (FR&GP.20/06i). Cllr Fletcher clarified various areas of the budget.

Resolved:

To adopt the draft budget for 2020/21.

iii) Members considered approving the setting of the Precept at £242,150.00 for 2020/21 (FR&GP.20.06ii).

Resolved:

To approve the setting of the Precept at £242,150.00 for 2020/21.

FC.20/13. Planning Committee:

i) The minutes of the meetings held on 25.11.19, 9.12.19 (**copies previously circulated*) & 13.1.20 (**draft copy previously circulated*) were received and adopted.

FC.20/14. The Town Mayor's Interests:

The Town Mayor's engagements/announcements (**copy previously circulated*) were noted.

14 th November 2019	Devon Assoc. Local Councils	Cardinal Newman House, Exeter
18 th November	" Carnival Committee AGM	Dolphin Hotel Bovey Tracey
30 th November	" Heathfield Community Centre Mtg	Cannon Road Heathfield
5 th December	" Light up a Life Service	St Peter, Paul & Thomas of Canterbury Church Bovey Tracey
7 th December	" Christmas Lights Switch-on Event	Fore Street Bovey Tracey
8 th December	" Ashburton Civic Service	St Andrews Parish Church Ashburton
12 th December	" Heathfield Youth Service Committee Meeting	Heathfield
15 th December	" Rowcroft Service	Buckfast Abbey Buckfastleigh
19 th December	" Bovey Tracey Carol & Civic Service	St Peter, Paul & Thomas of Canterbury Church Bovey Tracey

FC.20/15. Community Awards – Honorary Representative of the Lord of the Manor:

Members received the consultation results (**copy previously circulated*) and considered any further action. Cllr Allen provided an update and noted that the award will be made to a parishioner who has given long term voluntary service to the community. A discussion took place and Cllr Kerswell stated that she would like the criteria to state that residents of Bovey Tracey and Heathfield are eligible for nomination.

Resolved:

- i) To continue with the Honorary Representative of the Lord of the Manor title.
- ii) The award title to include "for long term voluntary service".
- iii) To ensure that the application criteria clearly states that residents of Bovey Tracey and Heathfield are eligible for nomination.

FC.20/16. Climate Emergency:

Cllr Mills provided an update in relation to the Climate Emergency Declaration. The public meeting held in December was well attended. In March a ticketed film showing will be held at Café 3sixty. Land has been assessed for possible future tree planting. Advice is available for establishing climate friendly gardens and the setting up of wormeries. Plastic free Bovey now has a new lead. A clothes swap event is planned.

FC.20/17. Neighbourhood Development Plan:

Cllr Bradshaw provided an update. He noted that progress is in line with the timetable. He referred to the workshop held on the 11th January and thanked Councillors for their attendance. He hoped that the second edit will be completed in 2/3 weeks. If all continues to progress satisfactorily it is hoped that the Plan will be adopted in the first half of 2021.

FC.20/18. Community Centre Development:

- i) Members received and noted the updates and actions in relation to the Community Centre development. The Town Clerk provided further clarification.
- ii) Members received and reviewed contract payments/variations. The Town Clerk provided an update.

Resolved:

To approve the contract payments/variations as displayed in Cost Report No.3.

The Town Clerk confirmed that building work is currently two weeks behind. The contractors consider that completion in mid July is achievable

FC.20/19. Programme of Meetings 2019/20:

- i) Members considered adopting a revised programme for the remainder of 2019/20 (**copy previously circulated*). The Town Clerk provided an update.

Resolved:

To adopt the revised programme of meetings for the remainder of 2019/20.

- ii) Members considered the format of the Annual Town Meeting on 25th March 2020 (**copy of draft agenda previously circulated*). The Town Clerk provided an update. A discussion took place.

Resolved:

Cllrs Allen, Brooke and Morgan-West will review the format of the Annual Town Meeting and report back.

FC.20/20. Risk assessment of Financial & Non Financial Internal Controls:

Members considered the updated Risk Assessment of Financial and Non-Financial Internal Controls – January 2020 (**copy previously circulated*). It was noted that this represents the Town Council's Internal Control document. The Town Clerk provided an update.

Resolved:

To approve the updated Risk assessment of Financial and Non-Financial Internal Control – January 2020.

FC.20/21. Royal Garden Party 2020 – Nomination:

Members considered a nomination to attend a Buckingham Palace Garden Party (**copy of criteria previously circulated*). A discussion took place.

Resolved:

To decline to make a nomination.

FC.20/22. Rural/ Market Town Group:

Members considered joining the Rural/Market Town Group, established by the Rural Services Network (**report previously circulated*).

Resolved:

To join the Rural/Market Town Group at a cost of £130.00 per year.

FC.20/23. Extension to Six Month Rule – COUNCILLOR ABSENCE:

Members noted and considered a report from the Town Clerk (**report previously circulated*). The Town Clerk provided a further update.

Resolved:

To extend the absence until October 2020.

The meeting closed at 8.15pm.

**PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 10TH FEBRUARY 2020 AT 6.30PM**

Present:

Cllr J Arnold Cllr Kelly
Cllr U Arnold Cllr Kerswell*
Cllr S Brooke

In attendance:

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

**County Cllr
*District Cllr

The meeting was chaired by Cllr Kelly

Interests declared:

Mr M Wells (Town Clerk) referred to application 19/02583/MAJ (land west of Monks Way). He noted that the Town Council will be open and caveat any observations, by acknowledging its interest in part of the scheme.

Apologies for absence:

Cllr R Bradshaw – Leave
Cllr S Light – Work commitment

****Public Participation:**

Mr D Broadbent referred to application 19/02583/MAJ (land west of Monks Way) and highlighted that the design and access statement (p4, para 6) makes reference to the construction access being via Brimley Vale. He noted that a planning condition refuses access via Brimley Vale.

PL.20/08 Minutes:

The minutes of the meeting of 13th January 2020 (**copy previously circulated*) were confirmed as a correct record and were approved.

PL.20/09 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.20/10 Consideration of Planning Applications:

DNPA Applications listed to 3.1.20: None

TDC Applications listed to 10.1.20: None

DNPA Applications listed to 10.1.20: None

TDC Applications listed to 17.1.20: None

- a) **19/02381/FUL** Construction of two storey rear extension at 6 Blenheim Terrace.
Observations: No objection
- b) **19/02583/MAJ** Application for second phase of residential development of 128 dwellings. Outline application for employment site and 5 self build dwelling plots at land to west of Monks Way.
District Cllr Kerswell confirmed that she has arranged for the application to be taken to TDC Planning Committee.
Observations: There should be no construction access via Brimley Vale, the condition for which must be appropriately enforced. There must be strict adherence to bat corridor(s) which must be viable and maintained in accordance with proposals. Members noted the consultation responses, in particular from the NHS and DCC Education. It was noted that in issuing these observations the Town Council acknowledges its interest in part of the scheme. DCC Cllr Gribble will progress the proposed access via Challabrook Lane.
- c) **20/00062/TPO** Prune overhanging branches of three oak trees back to boundary at 3 St Catherines Cottage, Brow Hill, Heathfield.
Observations: Referred to TDC's Arboricultural Officer.

DNPA Applications listed to 17.1.20: None

TDC Applications listed to 24.1.20: None

DNPA Applications listed to 24.1.20: None

TDC Applications listed to 31.1.20:

- d) **20/00035/FUL** Extension to front, new terrace, access ramped steps and external alterations at Moorlea, Avenue Road.
Observations: No objection.
- e) **20/00138/FUL** Demolition of existing barn, construction of new dwelling, change of use of land to residential/domestic curtilage and erection of shed at Willowray, Mary Street.
Observations: No objection.
- f) **20/00175/TPO** Prune one lime tree (T1) and crown lift to 5m above ground; prune one sweet chestnut (T2) and one Scots pine (T3) at The Thornes, Pottery Road.
Observations: Referred to TDC's Arboricultural Officer.

PL.20/11 Planning Decisions: Noted

a) Approvals:

TDC:

- i) Outline planning application for 18 self build dwelling plots (access to be approved) at land north of Bovey Road NGR 282703 78114, Bradley Road. (N/O)
ii) Photovoltaic panels to be mounted on the detached art studio roof at Little Wolleigh. (N/O)
iii) Widening of garage door at 9 Pound Place, East Street. (N/O)

Split Decision:

i) Refusal: Fell one Douglas fir.

ii) Approval: Crown lift one Douglas fir at land adjacent Templar Place.

b) Refusals: None

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

Cllr K Morgan-West joined the meeting at 7.03pm.

PL.20/12 Fore Street – Vehicle Loading/Unloading Times:

Item brought forward by Cllr Brooke. Cllr Brooke referred to concerns raised regarding the peak time loading and unloading of large goods vehicles in Fore Street. Cllr Kelly advised that he believes restrictions are in place setting times.

Resolved:

The Town Clerk to contact DCC to enquire about current restrictions. Cllr U Arnold to take an item to Business for Bovey to obtain views/feedback from traders if times were restricted.

PL.20/13 General Planning Matters brought forward by Councillors:
(For information only).

Cllr Brooke referred to a request from a parishioner enquiring if a 20mph speed limit could be implemented on Newton Road. Cllr U Arnold confirmed that the Traffic Management Plan does not cover this area. The Town Clerk will contact the Neighbourhood Highways Manager to obtain an understanding of the process to consider change/limitation. The Town Clerk will acknowledge the parishioner's request.

The meeting closed at 7.09pm.

**PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 24TH FEBRUARY 2020 AT 6.30PM**

Present:

Cllr J Arnold
Cllr U Arnold
Cllr S Brooke

Cllr R Bradshaw
Cllr E Kelly

In attendance:

Cllr A Allen
Cllr G J Gribble**/*
Mr M Wells -Town Clerk
One member of the press

**County Cllr

*District Cllr

The meeting was chaired by Cllr Kelly

Interests declared: None

PL.20/14 Apologies for absence:

Cllr A Kerswell – Personal commitment
Cllr S Light – Work commitment

****Public Participation:** None

PL.20/15 Minutes:

Ref. PL.20/12: It was noted that the Town Clerk will contact TDC to enquire about current vehicle loading/unloading restrictions in Fore Street. The minutes of the meeting of 10th February 2020 (**copy previously circulated*) were then confirmed as a correct record and were approved.

PL.20/16 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.20/17 Consideration of Planning Applications:

DNPA Applications listed to 31.1.20: None

TDC Applications listed to 7.2.20:

- a) **20/00226/FUL** Construction of single storey rear extension at 7 Chapple Cross.
Observations: No objection.

Cllrs Cole and Elphick joined the meeting at 6.45pm.

DNPA Applications listed to 7.2.20: None

TDC Applications listed to 14.2.20:

- b) **20/00277/MAJ** Alterations to the elevations of existing industrial building, additional hardstanding, realignment of the internal access road, new car parking, extension to surface water attenuation pond and associated works at Former BCT Factory, Old Newton Road, Heathfield.
Observations: Item deferred as insufficient information available to identify whether the proposed future use will result in increased vehicle movements of larger vehicles to and from the site.

PL.20/18 Planning Decisions:

a) Approvals: None

b) Refusals: None

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

PL.20/19 General Planning Matters brought forward by Councillors:

(For information only).

i) **Public Right of Way – Challabrook:** Cllr Kelly updated Members following a recent meeting with Teignbridge Planning Officers and the applicant. The Town Clerk advised that it has been suggested by the applicant that a revised proposal addressing the Town Council's objection is submitted for consideration at a future meeting.

ii) The Town Clerk referred to recent correspondence circulated about the site meeting on 27th February (Ref. 19/00137/MAJ) and asked those Members wishing to attend to notify the Town Clerk.

The meeting closed at 7.02pm

RECREATION, PARKS & PROPERTY COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 24TH FEBRUARY 2020 AT 7.04PM

Present:

Cllr A Allen	Cllr J Cole
Cllr J Arnold	Cllr D K Elphick
Cllr S Brooke	Cllr K Morgan-West

In attendance:

Cllr G J Gribble**/*
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 Allen

Interest declared:

Cllr Cole declared an interest in RP&P.20/08 (BT Primary School use of Bullands Field).

RP&P.20/01 Apologies for Absence:

Cllr S Light – Work commitment

****Public Participation:**

Mr P Johnson (Devon Sharks Rugby League) outlined the progress the club has made since its formation. He noted its involvement with young people and schools. He advised that the senior team has achieved tier 4 status. Bullands Field is an ideal pitch for all aspects of the club's activities.

RP&P.20/02 Minutes:

Cllr Cole referred to RP&P.19/70 (Erosion - Mill Marsh Park) and noted the damage which had occurred during the storms. The Town Clerk advised that the necessary tree work will be dealt with at the earliest opportunity.

The minutes of the meeting of 9th December 2019 (**copy previously circulated*) were then confirmed as a correct record and were approved.

RP&P.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.

RP&P.20/04 Community Centre Development:

Members received and noted the Contractor's monthly report number 04 (**copy previously circulated*). The Town Clerk provided an update on progress.

RP&P.20/05 Funlands Funfair, Mill Marsh Park:

Members considered a request from Funlands Funfair to bring their Fair to Mill Marsh Park to coincide with Bovey Tracey Carnival from Sunday 19th July to 2nd August 2020 (operating 24th, 25th, 26th, 30th, 31st July, 1st and 2nd August. Funlands Funfair wish to stay on the park for a further one week (non-operational) following Carnival Week for a suggested fee of £200.00. A discussion took place regarding the collection of litter generated in the Park during Carnival Week.

Resolved:

- i) To grant the request as set out above.
- ii) To obtain recycling bins from TDC to be placed in the Park during Funlands Funfair visit.
- iii) To refer the preparation of a suitable "Green" policy for community events to the Climate Emergency Group.

RP&P.20/06 Devon Sharks Rugby League – Bullands Field:

Members considered the following requests:

- i) Use of Bullands Field (**copy previously circulated*) as follows:
Wednesdays 6pm-8pm (1.4.20 - 9.9.20) Senior training
Saturdays 9am-12noon (2.5.20 – 17.8.20) Junior training
Saturday 15th August 9am-6pm Junior tournament

- ii) Permission for the storage container to remain sited on Bullands Field.
The Town Clerk advised that the siting of the container has been a temporary arrangement with no formal planning permission.

Resolved:

- i) To grant the use of Bullands Field, as set out above.
- ii) To grant permission for the storage container to remain sited on Bullands Field, subject to the club obtaining the appropriate permissions.

RP&P.20/07 Proposed Artificial Turf Pitch, Stover School, Newton Abbot:

Members considered a joint request on behalf of Teignbridge DC and Ashmoor Hockey Club to issue a letter of support for the project (**copy previously circulated*).

Resolved:

To issue a letter supporting the request.

RP&P.20/08 Bovey Tracey Primary School – Bullands Field:

Members considered a request on behalf of Bovey Tracey Primary School for the use of Bullands Field on 18th March 2020 (am) as part of the school's cross country event.

Resolved:

To grant the request, if required. Cllr Cole advised that Bullands Field will only be used if conditions at Parke are unsuitable.

RP&P.20/09 Matters brought forward by the Town Clerk & Councillors: (for information)

Cllr Elphick:

- i) Noted that the Heritage Trust building has maintenance issues with the roof and chimney. Cllr Elphick enquired if the Town Council groundsmen could investigate.

ii) Enquired about the reinstatement of potholes in the Recreation Ground car park. The Town Clerk advised that he together with Cllr Allen and a Cricket Club representative are meeting to initially discuss the matter.

Cllr Brooke:

- i) Provided an update on a recent TDC tree planting meeting she had attended.
- ii) Advised that a wildflower verge planting meeting will take place in the Council Chamber on 25th February.

Cllr Allen:

- i) Noted that Cllr Hart, Leader of DCC, is encouraging Town and Parish Councils to use the local warden scheme to undertake their own drainage and snow clearance work.
- ii) Advised that St Johns Lane will be closed on 26th February for re-surfacing.
- iii) Referred to youth gangs operating in the Teignbridge district.

The meeting closed at 7.58pm.

**PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 9TH MARCH 2020 AT 6.30PM**

Present:

Cllr J Arnold	Cllr S Brooke
Cllr U Arnold	Cllr E Kelly
Cllr R Bradshaw	Cllr A Kerswell*

In attendance:

Cllr A Allen
Cllr G Gribble**/*
Mr M Wells – Town Clerk
Mrs L Warren – Assistant to the Town Clerk
Four members of the public

**County Cllr

*District Cllr

The meeting was chaired by Cllr Kelly

Interests declared: None

PL.20/20 Apologies for absence:

Cllr S Light – Work commitment

****Public Participation:**

Mr L Calder:

- i) Reported that, since the work to relocate the street lights has been undertaken, the speed limit sign on Le Molay-Littry Way is not working.
- ii) Advised that the damaged dog waste bin in Coombe Close has not been replaced.

Mr P Beecher (Residents' Association) referred to TDC's proposed increased in car parking charges and noted the impact this will have on shopkeepers.

Mr D Vooght, applicant for application 19/02541/MAJ – construction of industrial building, access and associated parking at land at Heathlands, Old Newton Road, outlined the proposals and answered questions raised by Councillors.

PL.20/21 Minutes:

Ref. PL.20/15 Vehicle loading/unloading restrictions in Fore Street – The Town Clerk advised that loading/unloading is permitted between 7am and 7pm. Cllr Brooke requested that an item be brought forward to consider the further reduction of the movement of large vehicles at peak times.

The minutes of the meeting of 24th February 2020 (**copy previously circulated*) were then confirmed as a correct record and were approved.

PL.20/22 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.

Cllr Elphick joined the meeting at 6.35pm

PL.20/23

Consideration of Planning Applications:

Deferred item:

- a) **20/00277/MAJ** Alterations to the elevations of existing industrial building, additional hardstanding, realignment of the internal access road, new car parking, extension to surface water attenuation pond and associated works at Former BCT Factory, Old Newton Road, Heathfield.

Observations: The Town Council does not support this proposal as it is unable to quantify the increase in traffic movement and the subsequent impact this will have on local residents.

TDC Applications listed to 14.2.20:

- b) **20/00231/FUL** Loft conversion including roof lights, new spiral staircase, outhouse to be re-roofed and new 1m high fence to the front elevation at 1 South View.

Observations: No objection.

DNPA Applications listed to 14.2.20: None

Cllr Fletcher, Cllr U Arnold and three members of the public joined the meeting at 7.00pm

TDC Applications listed to 21.2.20:

- c) **19/02541/MAJ** Construction of industrial building (for manufacturing, administration and support space), access and associated parking at land at Heathlands, Old Newton Road.

Observations: To request an extension of time in order to study the ecology reports.

DNPA Applications listed to 21.2.20: None

Cllr Mills joined the meeting at 7.05pm

TDC Applications listed to 28.1.20:

- d) **20/00292/CLDE** Certificate of Lawfulness for existing use of property as B8 (storage & distribution) at 1 Heathfield Units, Battle Road, Heathfield Industrial Estate, Heathfield.
Observations: No objection.
- e) **20/00330/FUL** Conversion of ground floor post office to two flats at Brimley Post Office, Ashburton Road.
Observations: No objection.
- f) **20/00333/TPO** Remove lower limb of one oak tree and take back north facing canopy by approx. 2m where overhanging garden at 10 Redwoods.
Observations: Referred to TDC's Arboricultural Officer.
- g) **20/00334/TPO** Remove lower limb of one beech tree where overhanging garden at 10 Redwoods.
Observations: Referred to TDC's Arboricultural Officer.
- h) **20/00338/TPO** Remove north facing lower limb of one oak tree at 10 Redwoods.
Observations: Referred to TDC's Arboricultural Officer.

PL.20/24

Planning Decisions: Noted

a) Approvals:

TDC:

- i) Prune or fell trees of various species along the fence line within Area A5 as itemised in the submitted tree report at BCT Ltd, Old Newton Road. (Ref'd)
ii) Replacement two storey rear extension at 6 Blenheim Terrace (N/O)

iii) Remove and rebuild approximately 13 metres of the southern wall, works to northern wall of the church yard and renew existing path east to west at Church of St John the Evangelist, Ashburton Road. (N/O)

b) Refusals:

i) Construction and operation of an urban reserve 2.5MW gas fired power plant and associated equipment at Sabre Power, Station Park (O)

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

PL.20/25 Teignbridge (Off-street Parking Places) Order 2020:

Members noted the order (**copy previously circulated*) and considered commenting on the Notice of Proposals affecting parking charges in the parish.

Resolved:

To respond stating that the Town Council strongly disagrees with the proposal which will have an adverse impact on town centre businesses.

PL.20/26 Devon County Council (Monks Way) 40mph Speed Limit Order:

Members noted the order (**copy previously circulated*) and considered commenting on the draft order affecting Monks Way, Bovey Tracey.

Resolved:

To respond expressing the Town Council's concerns that the proposed 40mph speed limit is not low enough and the consultation is not sufficiently robust.

PL.20/27 General Planning Matters brought forward by Councillors:

(For information only).

Cllr Brooke wished to ensure that an item is tabled to further consider traffic movements in Fore Street around school drop-off/pick-up times.

Cllr Kerswell referred to the recent floods and noted the gauge located on the railway track monitoring the flow of the river and enquired if this could be beneficial for other areas.

Cllr Kelly reported various potholes in the roads in the Heathfield area. It was noted that these should be reported to DCC Highways.

The meeting closed at 7.20pm

**FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 9TH MARCH 2020 AT 7.25PM**

Present:

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

In attendance:

Cllr A Kerswell*
Mr M Wells – Town Clerk
Mrs L Warren – Assistant to the Town Clerk
Five members of the public

**County Cllr

*District Cllr

The meeting was chaired by Cllr Fletcher

Interests Declared:

Cllr Bradshaw declared an interest in item FR&GP.20/17 – Grants (Moorland Community Care)

FR&GP.20/12 Apologies for absence: None

****Public Participation:** None

FR&GP.20/13 Minutes:

Cllr Allen referred to FR&GP.20/11 – providers sustainability credentials and enquired on progress.

The minutes of the meeting of 13th January 2020 (**copy previously circulated*) were then confirmed as a correct record and were approved.

FR&GP.20/14 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.20/15 Accounts & Financial Statement:

Members received and approved:

i) payment and receipt transactions between 1st January 2020 and 28th February 2020 (**copy previously circulated*).

ii) bank reconciliation between 7th January 2020 and 28th February 2020 (**copy enclosed*).

iii) and noted 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:

Members considered a review of the current fees and charges (**copy previously circulated*).

Resolved:

To remove the interment charge for a burial of a child aged between five and twelve years of age. To approve the remaining fees and charges as set out in the document.

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

Mr M Sugden (Bovey Tracey Youth Action) and Rev K Hooke (Moorland Community Care) provided updates on the activities and financial position of the organisations.

Members considered a review of the current grants:

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

Resolved:

Bovey Tracey Youth Action – To renew the grant of £7,500.00 for 2020/21.
Moorland Community Care – To renew the grant of £1,500.00 per year for three years.

It was further agreed that the Town Council will write to the Trustees of Bovey Tracey Youth Action requesting that consideration is given to opening the café for an additional evening each week.

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

Members considered renewing the current agreement. The Town Clerk provided an update.

Resolved:

To renew the current agreement at a cost of £1250.00+VAT.

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

Members reviewed the current policy (**copy previously circulated*). The Town Clerk provided an update.

Resolved:

To approve the current policy.

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

Members considered reinvesting the 1year Business Bond due to mature on 27th March 2020. The Town Clerk provided an update on other investment opportunities.

Resolved:

On the maturity of the 1year Business Bond to invest £80,000.00 with the Charity Bank at a rate of 1.21%.

FR&GP.20/21 Risk Management Policy:

Members reviewed the Council's Risk Management Policy (**copy previously circulated*).

Resolved:

Following the inclusion of the skate park in section 1 – (Play Areas) and Bullands Field in section 6 – (Open Spaces) to recommend to Full Council adoption of the document.

FR&GP.20/22 Matters brought forward by Councillors: (*for information only*). None

The meeting closed at 8.05pm.

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 Oxtan	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 Winsor	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>
19/01/2020	Current Account	Transfer	15,000.00			200		15,000.00	Virement
0/01/2020	Lloyds Deposit - 07214996	TFR	2,207.21			220		2,207.21	VAT Refd. Val.2
0/01/2020	Lloyds Deposit - 07214996	TFR	10,662.87			220		10,662.87	Virement
0/01/2020	Lloyds Deposit - 07214996	TFR	3,115.45			220		3,115.45	Virement
0/01/2020	Lloyds Deposit - 07214996	TFR	19,491.77			220		19,491.77	Virement
0/01/2020	Lloyds Deposit - 07214996	TFR	2,207.21			220		2,207.21	Virement
0/01/2020	Lloyds Deposit - 07214996	TFR	1,562.30			220		1,562.30	Virement
0/01/2020	Lloyds Deposit - 07214996	VAT TFR	10,662.87			220		10,662.87	VAT Refd. Val 1
0/01/2020	Lloyds Deposit - 07214996	VAT TFR	3,115.45			220		3,115.45	Refd VAT. Val 1
0/01/2020	Lloyds Deposit - 07214996	VAT TFR	19,491.77			220		19,491.77	VAT Refd. Val.2
0/01/2020	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</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
!1/01/2020	Current Account	TFR	5,212.62			200		5,212.62	Virement
!1/01/2020	Current Account	TFR	79,657.31			200		79,657.31	Virement
!7/02/2020	Current Account	TF	103,379.62			200		103,379.62	Virement
!7/02/2020	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	Ref'd 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 COMMUNITY CENTRE STEERING GROUP MEETING
HELD IN THE COUNCIL CHAMBER ON THURSDAY 12TH MARCH 2020 AT 10.00AM

Present:

Cllr Sheila Brooke (Deputy Town Mayor)
Cllr Tony Allen
Cllr Jason Cole
Cllr David Elphick
Cllr Eoghan Kelly
Miss Erica Steer – Bovey Tracey Information Centre Trust
Mr Mark Wells – Town Clerk

Cllr Eoghan Kelly chaired the meeting.

1. Election of Chair

Nominations were invited for the role of Chair. Cllr Kelly was nominated. There were no other nominations, therefore Cllr Kelly was elected as Chair.

2. Welcome, Introductions and Apologies for absence:

Apologies - Cllr Jon Arnold
Peter Hall
Gemma Pegg (Bovey Tracey Library)

Members introduced themselves.

3. Building Progress - Update

Mark updated members on recent progress to date taken from the monthly report No.5 received on Wednesday 11th March from the Contractors. Currently, to date there is a 2-3 week delay, however the Contractors have been working towards an early completion a few weeks ahead of the publicised scheduled finish date.

4. Fixtures & Fittings (Procurement, Design and Supplier)

Mark explained that Carrie Atkinson (Devon Libraries Unlimited) has agreed to manage the procurement process for appointing a designer/supplier to provide/install fixtures and fittings on behalf of the 3 stakeholders (Library, Information Centre & Town Council).

All three stakeholders have issued initial inventory lists of required fixtures and fittings. Devon libraries have approached 3 designers/suppliers and a summary of the quotations are as follows:

	<u>Supplier 1</u>	<u>Supplier 2</u>	<u>Supplier 3</u>
Town Council	£18,201.95	£11,798.00	£19,620.00
Library	£23,615.97	£22,495.24	£30,522.00
Information Centre	£7,214.08	£2,433.00	£7,687.50
Misc.	£0	£0	£3,000.00
Overall Estimate	£49,032.00	£36,726.24	£60,829.50

Members discussed the quotations and viewed visualisations provided by each designer. Comments received included:

- Cllr Allen enquired around standards and uniformity of the fixtures.
- Cllr Brooke referred to the Council's Climate Declaration and suggested consideration of buying refurbished, recycled or upcycled products, rather than manufacture everything from new.
- Cllr Brooke recommended sourcing products, where possible that were redundant or surplus to requirements.
- Cllr Cole would prefer to see a higher quality of tables available for hire/use in the main hall.
- Cllr Kelly referred to the fully accessible public toilet and requested that the specification is checked to conform with requirements for Stoma users.

Following discussion, it was agreed to recommend to Council acceptance of the quotation from Supplier No.2, subject to confirmation being received that they have a policy/approach which addresses the concerns previously raised linked with the Council's climate declaration.

Members discussed the specification for the audio/visual requirements in the main hall. Mark confirmed that this will proceed separate to this fixtures and fittings procurement exercise and suggested that this was progressed via the M&E contract with Devon Contractors. Mark will raise this at a meeting with the M&E consultants next week to obtain an initial specification/costing estimate.

5. Licence Agreement

Mark highlighted the need for some form of Licence Agreement to set out the terms in which the other service users (e.g. Library & Information Centre) should operate. Mark to circulate a copy of the 'Licence to Occupy' which currently exists for the Friends of Colyton Library and Libraries Unlimited. Members to feedback/comment on the current content. A further discussion took place around how the costs are apportioned between all parties which requires a further discussion. Cllr Kelly recommended that the content of the Licence is agreed initially in principle and then consider the calculation for the Licence fee.

Mark to ensure that the water supply to the public toilets is sub-metered in order to separate costs for this.

6. Agenda items for next meeting

- Licence agreement/Policies & Procedures
- Signage
- Process for naming of the Centre
- Council Chamber Memorabilia

7. AOB

No further items raised.

Mtg closed: 11.14am.

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 **and Skate Park**
The Town Council undertakes an annual inspection of play areas **and Skate Park** 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 **and Bullands Field** 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.

BOVEY TRACEY TOWN COUNCIL

PROGRAMME OF MEETINGS FOR 2020/2021

Council Meeting Starting Time: 7:00 pm	Planning Committee Starting time: 6:30 pm	Planning Committee 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>	Planning Committee 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>
	4th May 2020 Annual Meeting	18th May 2020	1st June 2020
29th June 2020		13th July 2020	7th September 2020
21st September 2020	5th October 2020	19th October 2020	2nd November 2020
16th November 2020 Heathfield Community Centre	30th November 2020	14th December 2020	11th January 2021
25th January 2021	8th February 2021	22nd February 2021	8th March 2021
22nd March 2021		12th April 2021	26th April 2021
10th May 2021 Annual Council Meeting			

The **Annual Town Meeting** will be held on **Wednesday 31st March 2021**

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 2020/21

8th & 25th May 2020
 30th August 2020
 25th & 28th December 2020
 1st January 2021
 2nd & 5th April 2021 – Easter
 3rd May 2021

BOVEY TRACEY TOWN COUNCIL

Operational Contingency Plan for the Corona virus threat



The ability for the Town Council to function as normal may be put at risk if the spread of the Corona virus increases to a significant level. This Plan is intended to set out contingency plans for continuing with the essential/core parts of the Council business in this event.

The Town Clerk has delegated authority to close the Council offices as a result of any one of the following triggers:

- Widespread school closures expected to last longer than a week
- Public Health England advice to close public places
- NALC advice to close Council offices to the public
- A confirmed case of infection in a member of staff, councillor or a household member of staff or councillors

The decision to close the offices and for staff to work from home as far as possible will be made by the Town Clerk and, where possible, three members of the Council (Mayor, Deputy Mayor and Personnel Chair).

Action required by staff and councillors

Any member of staff or councillor exhibiting symptoms of the virus must self-isolate and ring NHS 111 for advice on how to get tested.

The Town Clerk must be advised immediately and the member of staff or councillor must not return to the office until a clear result from the testing has been received.

The Town Clerk will advise all staff and councillors if anyone has found it necessary to self-isolate.

Staff in self-isolation will continue to be paid at full rate during the quarantine period.

Service provision

In the event of office closure the following will apply

Council activities that must continue	Process to be put in place
Responding to phone calls	Set answerphone message giving callers staff e-mail addresses and Town Clerk's mobile phone number for emergencies only.
Responding to e-mails	The Town Clerk can access e-mail accounts remotely from home and would be required to check them at least twice daily.
Invoice payments	The Town Clerk/Assistant to the Town Clerk would come into the office to print invoices and open post as required. Invoices will be scanned and shared with the Chair of Finance for authorisation. The scan of the invoices would then be sent by e-mail to three councillors to check and authorise payments, which can be uploaded remotely by the Town Clerk / Assistant to the Town Clerk.
Wages payments	Payroll will be managed and assessed by Teignbridge District Council.
Burials	The Assistant to the Town Clerk would come into the office as and when necessary to check cemetery plots and to facilitate the marking of graves by the Council's

	Groundsmen as a result of e-mail communications from Funeral Directors.
Social media/Communications	The Town Clerk can work remotely to update social media and the Council's Website as required. National advice should be well publicised.

Council activities that would be cancelled	Action required
Full Council, committee and working group meetings cancelled	<p>Town Clerk to advise members and notify the Assistant to the Town Clerk to update noticeboards and the website etc.</p> <p>The Town Clerk has delegated authority during this period to make any time pressured decisions in conjunction with the Mayor, Deputy Mayor and respective Committee Chair.</p>
Council events cancelled	<p>Town Clerk/Assistant to the Town Clerk /Lead Event Organisers to notify traders involved and cancel any services booked for the events.</p> <p>Town Clerk to add a statement to the Town Council website and post on social media.</p>
Mayor's functions	Town Clerk/Mayor to contact event organisers to tender Mayor's apologies.

DRAFT