



BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG
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Office hours: 10.30am - 12.30pm Mon, Wed. & Fri.

2nd May 2017

Dear Councillor,

You are hereby summoned to attend a meeting of Bovey Tracey Town Council which will be held in the Phoenix Hall, St Johns Lane, Bovey Tracey on **Monday 8th May 2017 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 Retiring Town Mayor will invite the Reverend Kevin Hooke to lead prayers for those who wish to take part before the meeting is opened.

Prior to the commencement of the meeting the Retiring Town Mayor will announce the award of the chain of office to the newly elected Honorary Representative of the Lord of the Manor of Bovey Tracey for 2017/18.

AGENDA

AM.17/01. Election of the Town Mayor & Chairman of the Council for 2017/18:

The Retiring Town Mayor will seek nominations. Following election the Retiring Town Mayor will present Chain of Office to the new Town Mayor. The Town Mayor will sign his/her Declaration of Acceptance of Office and give a short speech. (Press photographs may be taken).

AM.17/02. Election of Deputy Town Mayor for 2017/18:

The new Town Mayor will seek nominations. Following the election, the Town Mayor will hand over the Deputy Town Mayor's Chain of Office to the new Deputy Town Mayor. The new Deputy Town Mayor will sign his/her Declaration of Acceptance of Office and give a short speech. (Press photographs may be taken).

- AM.17/03. Apologies for absence
To receive apologies for inability to attend.
- AM.17/04. 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.
- AM.17/05. Minutes
To **receive** and resolve as a correct record the minutes of the Town Council meeting held on 20.3.17 (*copy enclosed*).
- AM.17/06. Election of Committees:
(*Town Mayor is ex officio to all Committees and all Town Councillors are members of the Planning Committee*).

- a) Recreation, Parks and Property (RP&P) Committee.
- b) Finance, Resources and General Purposes (FR&GP) Committee.

AM.17/07. Representatives on Outside Bodies:

To appoint the following:

- a) Devon Association of Larger Councils (DALC) – One member
- b) Teignbridge Association of Local Councils (TALC) – Two members
- c) Teignbridge Rural Aid Committee – One member
- d) South West in Bloom – One member
- e) Bovey Tracey Heritage Trust – Two members
- f) Bovey Tracey Exhibition Foundation Trust – Three members
- g) Bovey Tracey Information Centre – One member

The meeting will go out of session

- AM.17/08. Report of the Chaplain to the Council
To receive the report from the Chaplain to the Council
- AM.17/09. Report of the Police
To receive the Police Report
- AM.17/10. 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: 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.
- AM.17/11. County, District and Town Councillor Reports
To **receive** reports from County, District and Town Ward Members

AM.17/12 **Reports of any outside bodies**
To hear reports of meetings of any outside bodies including those of which the member is the Council nominated representative:

Cllr Gribble – DALC Larger Councils
Cllr Gribble – Teignbridge Rural Aid Committee
Cllrs Allen & Leigh – TALC
Cllrs Ashby & Elphick – Bovey Tracey Heritage Trust
Cllrs Ashby, Blair, Bray & Kerswell – Bovey Tracey Exhibition Foundation Trust
Cllr Robillard – Bovey Tracey Information Centre Trust

The meeting will go back into session

AM.17/13. **Recreation, Parks & Property Committee (RP&P) Committee:**
To receive the Report of the meeting held on 3.4.17 (**copy enclosed*).

AM.17/14. **Finance, Resources & General Purposes (FR&GP) Committee:**
To receive the Report of the meeting held on 24.4.17, the Financial Statement dated 21.4.17 and the Accounts paid up to 21.4.17 (**copies enclosed*).

AM.17/15. **Planning Committee:**
To receive the Reports of the meetings held on 3.4.17 & 24.4.17 (**copies enclosed*).

AM.17/16. **The Retiring Town Mayor's Interests:**
To receive and note the Retiring Town Mayor's engagements/announcements.
(**copy of engagements enclosed*)

AM.17/17. **Internal Audit Report:**
To receive a copy of the internal Audit Report. (**copy enclosed*).

AM.17/18. **Annual Return 2016/17:**
Following consideration by the Finance, Resources and General Purposes Committee, the Town Council is invited to **resolve** as follows:
i) To **approve** the annual governance statement for 2016/17 (section 1 of the annual return - **copy enclosed*) and to confirm "yes" to questions 1 to 8 and "N/A" to question 9 (as considered at the Finance, Resources and General Purposes Committee meeting of 24th April 2017) and to agree that this is now signed by the Chairman and the Town Clerk/RFO.
ii) To **approve** the accounting statements for 2016/17 (section 2 of the annual return - **copy enclosed*) and to agree that this is now signed by the Chairman and the Town Clerk/RFO.
iii) To **approve** the annual financial statement for year ended 31st March 2017 (**copy enclosed*) as an accurate reflection of the financial position of the Council and its income and expenditure.

AM.17/19. **Exclusion of the Public, including the Press:**
To give consideration to **resolve** the following:

That under Section 100 (A) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description set out on the agenda, is likely to be disclosed and on balance the public interest is in discussing this item in Private Session (Part 11) for the following confidential/exempt item which the Town Clerk recommends should be dealt with in this way:

AM.17/20.

Special Motion (supported by six Members in accordance with Standing Orders) to rescind minute 17/30 of the Finance, Resources & General Purposes Committee Meeting on 6th March 2017:

To consider rescinding resolution FR&GP.17/30 regarding approving Quotation C for the watering of the town's hanging baskets and troughs for 2017 and to further consider providing this service in-house.

SIGNED.....



DATE.....

02/05/17

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 IN THE BAPTIST CHURCH, BOVEY TRACEY
ON MONDAY 20TH MARCH 2017 AT 7PM.**

Present:

The Town Mayor, Cllr A Allen
The Deputy Town Mayor, Cllr Mrs A J Kerswell*

Cllr U Arnold	Cllr G J Gribble**/*
Cllr R J Ashby	Cllr E Kelly
Cllr Ms J H Blair	Cllr S P Leigh
Cllr R A Bray	Cllr Ms C O Richardson
Cllr D K Elphick	Cllr C W Robillard
Cllr M J Evans	Cllr M Tregoning

**County Cllr

*District Cllr

In attendance:

Mr M Wells – Town Clerk
District Cllr Mrs S Morgan
Rev K Hooke
PCSO P Wilson
Five members of the public

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

FC.17/14. Apologies for absence None

One member of the public joined the meeting at 7.02pm.

FC.17/15. Declarations of Interest and Requests for Dispensations

Cllr Gribble declared an interest in FC.17/28.

FC.17/16. Minutes

The minutes of the Town Council meeting held on 23.1.17 (**copy previously circulated*) were confirmed as a true record and were duly signed by the Town Mayor.

The meeting went out of session

FC.17/17. Report of the Chaplain to the Council

Rev Hooke, the Chaplain to the Council, noted that the churches in the parish are pleased to be supporting Fairtrade.

FC.17/18. Report of the Police

PCSO Paul Wilson circulated copies of a report detailing crime figures which had taken place in Bovey Tracey and Heathfield during February. He noted that to date twelve crimes have occurred in the parish during March. He advised that leads are being followed up following the graffiti on a memorial bench in Bullands Field.

information. It was noted that the Town Council has written to the Police and Crime Commissioner expressing its concerns.

Cllr Ms Blair enquired if there has been any other red graffiti in the town. PCSO Wilson advised that he has not seen the graffiti on the bench but will visit the site tomorrow. He stated that the Police are looking at options to restore the bench if possible.

FC.17/19. Questions and Statements by the Public

Mr Tom Wilson read a statement highlighting recent progress in the formation of Bovey Futures, a community led development trust. He noted that around seventy people had attended a recent consultation meeting. He indicated that if the Town Council wished to instigate the formation of a Neighbourhood Plan, Bovey Futures would be willing to be involved in the process.

FC.17/20. County, District and Town Councillor Reports

DCC, TDC & Town Cllr Gribble reported on various DCC matters. He advised that additional funding of £33,249.00 has been awarded to the Bovey Rural Ward for repairing potholes. He noted that further works are planned near the Exeter slip road at Drumbridges and this work will be undertaken during the night. He has arranged a meeting with the Highways Officer to discuss speeding and parking issues on Le Molay-Littry Way. He has visited all roads in the rural area to assess potholes and highways issues with the Highways Officer. He had attended the DCC budget meetings.

At TDC he has attended budget meetings and regular portfolio holder and cycle meetings.

Locally he has attended Heathfield youth facility meetings as well as meetings with the Bowls Club, Swimming Pool Association, Activities Trust and Residents' Association.

District Cllr Mrs Kerswell advised that she had attended the budget meeting, Bovey Futures meeting and an Activities Trust meeting. As she had been on leave she had missed some meetings. She had attended an opening reception at the new intensive care facility at Torbay Hospital. She noted how attractive the daffodils along Le Molay-Littry Way are looking.

District Cllr Mrs Morgan advised that due to personal issues she had missed a few meetings. She reported that through her Community Fund allowance she has contributed to Bovey Tracey Primary School's new play trail and Bovey Futures. She noted that she supports the provision of a Neighbourhood Plan. She has been responding to complaints about current roadworks in the town.

Cllr Robillard advised that a Fairtrade Event will take place on Saturday 25th March. He thanked the churches for their support and noted that twelve businesses have committed to Fairtrade.

Cllr Evans advised that he has met with Mr Mark Bailey regarding a proposed commemorative event.

Cllr Leigh advised that he has attended all Council and Personnel Sub Committee meetings. He has undertaken a review of the financial regulations. He has also attended a recent TALC meeting, where Christow Community Land Trust and budgetary constraints were discussed. He considers that the Town Council and Bovey Futures can compliment each other.

Cllr Kelly advised that he has attended Personnel Sub Committee meetings, highways meeting regarding Drumbridges being rectified, a meeting with representatives of Stagecoach, a meeting concerning temporary and long term parking issues, Community Centre Steering Group meeting and Green Man Spring Festival meetings.

Cllr Elphick advised that he had attended Personnel Sub Committee meetings. He noted that the Heritage Trust has now been granted full museum status. He reported that Bovey Futures is thriving. He noted that Heathfield Community Centre has been experiencing some difficulties with children. The PCSO is now dealing with this matter. He also noted that he is now a trustee of Heathfield Community Centre.

Cllr Bray advised that he had attended Green Man Spring Festival meetings and a meeting of the Exhibition Foundation Trust.

Cllr Ms Blair advised that she had attended all Council meetings, Green Man Spring Festival meetings, Young Citizen Award meeting and a meeting of the Exhibition Foundation Trust.

Cllr Ashby advised that he had attended the Heritage Trust meeting and endorsed the comments made by Cllr Elphick regarding the museum status. He also noted that he had attended all Council meetings, Community Centre Steering Group meetings and a meeting of the Exhibition Foundation Trust.

Cllr Allen (Town Mayor) advised that under the Council's complaints procedure he has a duty to report to Members any formal complaints. He stated that a complaint had recently been received relating to a recent planning observation. The complaint has now been resolved. Members can obtain further details, if required, from the Town Clerk. He noted that he had attended meetings of the Community Centre Sub Group, Green Man Spring Festival, Young Citizen Award and Bovey Futures Group.

FC.17/21.

Reports of any outside bodies

Cllr Gribble reported that he had been unable to attend the DALC Larger Councils annual conference but the Town Clerk had attended in his place.

Cllr Gribble reported that the deadline for applications for Teignbridge Rural Aid is 5th May 2017.

One member of the public left the meeting at 7.35pm.

Cllr Elphick advised that Bovey Tracey Heritage Trust is looking for more volunteers.

Cllr Ashby reported that Bovey Tracey Exhibition Foundation Trust has provided grants to sixteen students. **Cllr Mrs Kerswell** advised that if any student required financial assistance towards further education they should contact the Trust.

Cllr Robillard reported that the Bovey Tracey Information Centre Trust had recently held a volunteer briefing day. He advised that he has offered the Centre an audit regarding income generation.

The meeting went back into session

FC.17/22. Recreation, Parks & Property (RP&P) Committee:

The Report of the meeting held on 20.2.17 (**copy previously circulated*) was received and adopted.

FC.17/23. Finance, Resources & General Purposes (FR&GP) Committee:

The Report of the meeting held on 6.3.17, the Financial Statement dated 3.3.17 and the Accounts paid up to 3.3.17 (**copies previously circulated*) were received and adopted.

FC.17/24. Planning Committee:

The Reports of the meetings held on 6.2.17, 20.2.17 & 6.3.17 (**copies previously circulated*) were received and adopted.

FC.17/25. The Town Mayor's Interests:

It was noted that a copy of the Town Mayor's engagements/announcements had been previously circulated to Town Councillors.

20 Jan. Meeting with Bovey Activities Trust about Spring Festival
25 Jan. VIP Reception at Devonshire Homes, Bovey Tracey
30 Jan. Meeting with Bovey Community Choir about Spring Festival
8 Feb. Photo shoot with Architect on site at new Community Centre
27 Feb. Meeting with Head of School St Catherine's Heathfield
28 Feb. Press photo shoot with Viv Styles at Heritage Centre
10 Mar. Young Citizens Award selection panel

FC.17/26. Review of Financial Regulations:

Following FR&GP.17/08, Cllrs Gribble, Kelly and Leigh have undertaken a review of the Council's current Financial Regulations. Members therefore considered adopting the revised regulations (**copy previously circulated*).

Resolved:

To adopt the revised regulations.

FC.17/27. Neighbourhood Plan:

Members considered producing a Neighbourhood Plan (**copy of guidance previously circulated*).

Following discussion it was

Resolved:

To progress the formation of a Neighbourhood Plan and form a Steering Group comprising Cllrs Ms Blair, Evans, Kelly, Leigh and Robillard.

FC.17/28. Parking Issues:

Item brought forward by Cllrs Kelly and Evans to discuss local on-street parking issues.

Resolved:

To defer this item for discussion at a future RP&P Committee meeting.

FC.17/29. Bovey Tracey Community Hospital:

Members noted that the asset owners have submitted a Section 95 Notice to the District Council confirming their intention to dispose of the asset, which has triggered the interim moratorium period (expires 4pm on 21st April 2017).

FC.17/30. Exclusion of the Public, including the Press:

Resolved:

That in view of the confidential nature of the business about to be transacted and pursuant to the provisions of Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, as amended, the public and press be temporarily excluded from the meeting for the following item:

FC.17/31. Recruitment of Grounds Maintenance Operative:

The Chairman of the Personnel Committee provided an update on the recruitment of a replacement Grounds Maintenance Operative.
Following discussion it was

Resolved:

To appoint Mr Peter Stanyon to the post of Grounds Maintenance Operative subject to the receipt of satisfactory references.

Cllr Allen (Town Mayor) advised Members that following the South West in Bloom judging on 22nd December 2016, Mill Marsh Park has achieved a Five Star Award (top award) in the Best Parks Category.

The meeting closed at 7.50pm.

RECREATION, PARKS & PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 3RD APRIL 2017 at 7pm

Present:

The Town Mayor, Cllr A Allen
The Deputy Town Mayor, Mrs A J Kerswell*

Cllr U Arnold	Cllr D K Elphick
Cllr R J Ashby	Cllr G J Gribble**/*
Cllr Ms J H Blair	Cllr E Kelly
Cllr R A Bray	Cllr Ms C O Richardson

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
Mrs L Warren
Mr P Mears - Architect
Two members of the public

The meeting was chaired by Cllr Kelly

Cllr Gribble declared an interest in RP&P.17/23, 17/26, 17/28 & 17/30.

Prior to the commencement of the meeting, Mr P Mears (Peregrine Mears Architects) presented initial concept designs for the Community Centre project.

Cllr Kelly thanked Mr Mears for his presentation. Mr Mears then left the Council Chamber at 7.15pm.

RP&P.17/20 Apologies for Absence:

Cllr M J Evans (Personal commitment)
Cllr S P Leigh (Leave)
Cllr C W Robillard (Personal commitment)
Cllr M Tregoning (Unwell)

**Public Participation:

Mr P Beecher:

- i) Thanked the Town Council for arranging the annual Town Meeting on 29th March 2017. He spoke highly of the Young Citizens Award presentation which acknowledges the efforts and achievements of young people in the parish.
- ii) Thanked Cllr Gribble for arranging a meeting with a Highways Officer concerning speeding on Le Molay-Littry Way. He stated that he hoped it would be possible to fund two electric speed detectors to be placed on the road.

RP&P.17/21 Consideration of minutes of previous meeting held on 20.2.17:

Ref. 17/12. (Planning application re. Heathfield Youth Cabins). Cllr Gribble enquired if a decision had been received. The Town Clerk confirmed that no decision had been received.

RP&P.17/22 Accounts:

The Financial Accounts paid up to 24.3.17(*copies circulated at the meeting) were received and approved.

RP&P.17/23 Greater Exeter Housing and Economic Land Availability Assessment - Call for Sites:

Consideration was given to a response to a request from the Principal Planning Officer for Teignbridge District Council (*copy previously circulated). Following discussion it was:

Resolved:

To not make any offer of land availability.

RP&P.17/24 Community Volunteer Group:

Members considered recruiting a Community Volunteer Group. The Committee Chairman provided an update and noted that the Group would undertake litter patrols, minor repairs and leaflet distribution.

Resolved:

To delegate to Cllr Kelly to arrange a meeting with interested parties.

RP&P.17/25 Allotment Association - Furzeleigh Lane:

Members considered a draft constitution (**copy previously circulated*) in relation to the formation of an allotment association.

Resolved:

To adopt the draft constitution.

RP&P.17/26 Rural Aid Fund - 2017:

Members considered an appropriate scheme relevant for an application for Rural Aid funding (max. £5000.00 in accordance with the Terms of Reference (**copy previously circulated*)). Deadline for applications will be Friday 5th May 2017.

A discussion took place regarding suitable projects. It was agreed to defer this item to the FR&GP Committee meeting on 24th April 2017.

RP&P.17/27 Community Centre - Steering Group:

Members noted the previous minutes of the Community Centre Steering Group meeting of 8th March 2017 (**copy previously circulated*).

RP&P.17/28 Parking Issues

Item brought forward by Cllrs Kelly and Evans to discuss local on-street parking issues. Cllr Kelly explained the parking issues occurring in the residential roads at Heathfield. Cllr Gribble agreed to arrange a meeting with a DCC Highways Officer.

Item brought forward by Cllr Evans deferred to a future meeting.

RP&P.17/29 Tennis Club - Recreation Ground:

Members noted planned future developments by the club (**copy previously circulated*).

RP&P.17/30 CCTV

Members noted correspondence received from the Police & Crime Commissioner (**copy previously circulated*) around plans to increase CCTV capacity across the region and considered submitting an Expression of Interest prior to the deadline (21st April 2017).

Resolved:

To submit an Expression of Interest.

RP&P.17/31 Town Centre Traffic Flow - Stagecoach

The Committee Chairman, Cllr Kelly, provided an update, following a meeting with the Commercial Manager & Commercial Director of Stagecoach. Cllr Kelly explained that the bus company favours the introduction of a one-way system through the town. Following discussion it was

Resolved:

To consult further with parishioners regarding the introduction of a one-way system through the town.

RP&P.17/32 Matters brought forward by the Town Clerk & Councillors: (for information)

Cllr Elphick advised that vandalism had recently occurred at the Recreation Ground. He suggested that dummy CCTV cameras could be installed. The Town Clerk agreed to further investigate. Cllr Allen advised that joyriders were also using the Recreation Ground.

Cllr Gribble:

- i) Noted that the cricket season commenced on 1st April.
- ii) Advised that the parking restrictions at the Police bay at the Town Hall will be removed shortly and new restrictions will be enforced.

Cllr Mrs Kerswell:

- i) Referred to the bench usually located in the Coombe Cross area and enquired when the refurbishment will be completed.
- ii) Stated that members of the public appreciate the opportunity to have bulbs and plants removed from Town Council areas.

The meeting closed at 7.57pm.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 3RD APRIL 2017 AT 7.58pm

Present:

The Town Mayor, Cllr A Allen
The Deputy Town Mayor, Mrs A J Kerswell*

Cllr U Arnold	Cllr D K Elphick
Cllr R J Ashby	Cllr G J Gribble**/*
Cllr Ms J H Blair	Cllr E Kelly
Cllr R A Bray	

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
Mrs L Warren

The meeting was chaired by Cllr Ms Blair.

Cllr Gribble declared an interest in PL.17/19e & k.

PL.17/18 Apologies for absence:

Cllr M J Evans (Personal commitment)
Cllr S P Leigh (Leave)
Cllr Ms C O Richardson (Personal commitment)
Cllr C W Robillard (Personal commitment)
Cllr M Tregoning (Unwell)

****Public Participation:** No members of the public were present.

PL.17/19 Consideration of Planning Applications:

DNPA Applications listed to 24.2.17:

- a) 0107/17 Replacement caravan at Ullacombe Farm for Mr & Mrs B Vallance.
Observations: No objection.

TDC Applications listed to 3.3.17:

- b) 17/00384/LBC Re-render of front elevation re-placing existing Portland cement render with breathable lime mortar and breathable silicate paint at 44 East Street for Miss S Hoskins.
Observations: No objection.
- c) 17/00403/FUL Dwelling at The Stables, Tappers Barn for Mr Rob Sokolowski.
Observations: The Town Council does not support this application as it considers it would result in an unprecedented development in the countryside.

DNPA Applications listed to 3.3.17:

- Appeal - Refusal to issue a Certificate of Lawfulness (Noted)
- d) 0572/16 Use of building, its curtilage and associated access as workshops (B2) and storage distribution (B8) with access at all hours of the day at The Apple Sheds.

TDC Applications listed to 10.3.17:

- e) 17/00452/MAJ Demolition of existing building and erection of ten dwellings including associated roads and landscaping at Tracey Vale Retirement Home, Brimley Vale for Mrs Kent.

Observations: No objection subject to satisfactory environmental and arboricultural reviews.

- f) 17/00592/LBC Removal of internal partition wall to provide larger lounge/dining room at 16 Devon House, Devon House Drive for Mr O Holland.
Observations: No objection providing the proposal meets with the satisfaction of TDC's Listed Buildings Officer.

DNPA Applications listed to 10.3.17: None

TDC Applications listed to 17.3.17:

- g) 17/00636/LBC Removal of internal walls and one external window and provision of new single window at Little Wolveigh for Mr & Mrs Mason.
Observations: No objection.
- h) 17/00643/TPO Crown lift to 6 metres one copper beech (T1) at 14A Wallfield Road for Mr Ian Humphrey.
Observations: Referred to TDC's Arboricultural Officer.
- i) 17/00678/FUL Two storey extension to rear and side and new porch to front elevation at Minnewater, Newton Road for Mr & Mrs Tweedie.
Observations: No objection.
- j) 17/00694/TPO Fell two oak trees and prune one oak tree at 20 Naseby Drive, Heathfield for Mrs Jodi Dawson.
Observations: Referred to TDC's Arboricultural Officer.

DNPA Applications listed to 17.3.17:

- k) 0140/17 Extension to existing shed/outbuilding at Linghaven, Haytor Road for Mr R Smith.
Observations: No objection.

TDC Applications listed to 24.3.17:

- l) 17/00023/ADV Retention of fascia sign at Chamberlains, 50 Fore Street for Mr M Foundly.
Observations: The Town Council does not support this application as it considers that the sign is unsuitable for the conservation area.
- m) 17/00233/FUL New single storey dwelling at Woodlands, Brow Hill for Mr Alan Olley
Observations: The Town Council does not support this application as it considers the proposal would result in over development of the site and could create highway safety issues.
- n) 17/00635/NPA Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO change of use of agricultural building to a dwelling at Daffodils Barn for Ms E Snook.
Observations: The Town Council does not support this application as it considers that the land should remain for agricultural use.

PL.17/20 Planning Decisions: Noted.

Approvals:

- a) TDC:
- i) Garden shed at The Granary, Little Bovey Farm. (N/O)
 - ii) Certificate of Lawfulness for existing barn as built at Daffodils Barn. (O)
 - iii) Fell two Monterey cypress (T1) and (T2) at Blenheim, Brimley Road. (Referred)
 - iv) Fell one Monterey cypress (T8) at Blenheim, Brimley Road. (Referred)

- b) DNPA:
i) Extension to garage and roof at Whisselwell Heights, Colehayes. (N/O)
- Refusals:
- c) TDC:
i) Two storey extension to rear and side and new porch to front at Minnewater, Newton Road. (N/O)
ii) Prune four oak trees at 20 Naseby Drive, Heathfield. (Referred)
- d) DNPA:
i) Alterations and change of use of former threshing barn and linyay from storage and leisure use ancillary to the dwelling house to two tourism units at Bullaton Farm. (N/O with proviso)
ii) Construction of agricultural dwelling with garage at Higher Elsford. (O)
- e) Exemption works to trees covered by a Tree Preservation Order:
TDC:
i) Removal of limbs from one split oak at Shewte Cross.

The Town Council's submitted observations: No objections - N/O. Objection - O.

PL.17/21 General Planning Matters brought forward by Councillors:
(For information only).

Cllr Mrs Kerswell referred to the sign at Town Hall Garage which is still in place despite a refusal of planning permission. The Town Clerk agreed to refer the matter to TDC's Planning Enforcement Officer.

Cllr Kelly noted that there are now two small sections of footway at the entrance to Spion Kop in Mary Street.

Cllr Allen reported that ash trees in the vicinity of The Riverside could be affected by ash die-back. The Town Clerk confirmed that he has reported this to TDC's Arboricultural Officer.

Mr M Wells (Town Clerk):

- i) Advised that a planning application for industrial development at Station Park, Heathfield will be considered by TDC's Planning Committee on 11th April.
ii) Noted that a public consultation, regarding development at Challabrook, will be held at the Methodist Church on 11th April between 2pm and 7pm.

Cllr Ms Blair noted that the application for an agricultural dwelling at Higher Elsford had been refused.

Cllr Allen (Town Mayor) reminded Councillors of the annual Mayoral Dinner on 5th May and requested receipt of menu selection. He also noted that Mr R Hubbard will be retiring on 28th April and requested contributions towards a leaving gift for Mr Hubbard.

The meeting closed at 8.37pm.

FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 24TH APRIL 2017 AT 7PM

Present:

The Town Mayor, Cllr A Allen

Cllr U Arnold	Cllr G J Gribble**/*
Cllr Ms J H Blair	Cllr E Kelly
Cllr R A Bray	Cllr S P Leigh
Cllr D K Elphick	Cllr Ms C O Richardson
Cllr M J Evans	Cllr C W Robillard

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
One member of the public
One member of the press

The meeting was chaired by Cllr Gribble.

Prior to the commencement of the meeting Mr Simon Lee (Dartmoor National Park Ranger) presented an update to Members on current Dartmoor National Park Authority issues.

Cllr Robillard joined the meeting at 7.03pm.

FR&GP.17/41 Apologies for absence:

Cllr R J Ashby (Leave)
The Deputy Town Mayor, Cllr Mrs A J Kerswell* (Unwell)
Cllr M Tregoning (Unwell)

**Public Participation:

Mr P Beecher referred to motorists speeding on Le Molay-Littry Way and reported that a productive meeting had taken place between with a representative from the Highways Agency, Cllr Gribble and concerned residents. Mr Beecher requested the Town Council to consider the funding of two electronic speed signs on the road.

FR&GP.17/42 Consideration of minutes of previous FR&GP Committee meeting held on 6.3.17:
Noted.

FR&GP.17/43 Accounts & Financial Statement:

The Accounts & Financial Statement dated 21.4.17 (**copies circulated at the meeting*) were received. Following clarification of two invoices, the Financial Statement was adopted and the accounts were approved for payment.

FR&GP.17/44 Cemetery - Gravedigging Fees for 2017/18:

Consideration was given to a request from the Town Council's appointed gravedigger (Mr N Brock) to agree revised charges for the preparation and backfilling of graves as follows:

	<u>Current</u>	<u>Proposed</u>
Single:	£317.00	£325.00
Double:	£365.00	£374.00
Re-opener:	£317.00	£325.00

Resolved:

To approve the revised charges as set out above. (Power to spend: Open Spaces Act 1906 s 9 & 10)

FR&GP.17/45 Environmental Site Assessment - Old Thatched Inn Site:

Consideration was given to the following quotations for an Environmental Site Assessment:

Quotation A: £279.00 plus VAT
Quotation B: Requested but not received
Quotation C: Requested but not received

Resolved:

To accept Quotation A in the sum of £279.00+VAT. (Power to spend: LGA 1972 s111)

FR&GP.17/46 Ecological Survey - Old Thatched Inn Site:

Consideration was given to the following quotations for a preliminary Ecological Survey:

Quotation A: £295.00 plus VAT
Quotation B: £660.00 plus VAT
Quotation C: £319.00 plus VAT

Resolved:

To accept Quotation A in the sum of £295.00+VAT. (Power to spend: LGA 1972 s111)

FR&GP.17/47 DALC Training:

The following training courses provided by DALC were noted:

16.5.17 - New Councillors Short Course - 6.30pm-9pm - Ivybridge
13.6.17 - Chairmanship - 6.30pm-8.30pm - Exeter
27.6.17 - Chairmanship - 6.30pm-8.30pm - South Molton

Any further information/bookings can be made by contacting the Town Clerk

FR&GP.17/48 NHS - Acute Services Review:

Following item FR&GP.17/36, Members noted the response received from the Head of Communications and Strategic Engagement on behalf of South Devon & Torbay CCG (*copy previously circulated - attachments available on request from the office).

Cllr Robillard requested a copy of the attachments. It was suggested that the response and attachments should be publicised on the Town Council's website.

FR&GP.17/49 Grounds Maintenance Operative:

Members noted that satisfactory references have now been received and the Personnel Committee has issued an unconditional offer of employment. Mr Peter Stanyon will formally commence employment on Tuesday 2nd May 2017. Cllr Kelly noted that all references received were excellent.

FR&GP.17/50 Driving & Vehicle Policy & Vehicles & Safe Driving Handbook:

Consideration was given to adopting the above-mentioned documents (*copies previously circulated). Following discussion it was

Resolved:

To approve the adoption of both documents.

FR&GP.17/51 Health & Safety Policy - Review 2017:

Consideration was given to the adoption of a revised Health & Safety Policy (*copy previously circulated).

Resolved:

To approve the adoption of the policy.

FR&GP.17/52 Honorary Representative of the Lord of the Manor 2017/18:

Consideration was given to a nomination received (*copy previously circulated) for the role of Honorary Representative of the Lord of the Manor for 2017/18.

Resolved:

To appoint the nominee as Representative of the Lord of the Manor for 2017/18.

FR&GP.17/53 Public Toilets - Recreation Ground:

Following item FR&GP.17/27, Members considered the following quotations for the cleaning and provision of consumables for the public toilets at the Recreation Ground from May 2017.

Quotation A:	£10.00 per day +VAT	(£3,640.00+VAT p.a.)
Quotation B:	£ 7.75 per day +VAT	(£2,821.00+VAT p.a.)
Quotation C:	£24.23 per day +VAT	(£8,819.72+VAT p.a.)

Resolved:

To accept Quotation B in the sum of £7.75 per day +VAT. (Power to spend: LGA 1972 s111)

FR&GP.17/54 Rural Aid Fund - 2017:

Consideration was given to selecting an appropriate scheme relevant for an application for Rural Aid. Following item RP&P.17/26, the Town Clerk provided an update on the schemes previously discussed. Following discussion it was

Resolved:

To apply for a community speed reduction initiative for Le Molay-Littry Way and apply for a grant of £3000.00.

FR&GP.17/55 Proposed Reduction in Police Community Support Officers (PCSOs):

Following item FR&GP.17/27, a response (*copy previously circulated) received from the Police & Crime Commissioner was noted. Following discussion it was

Resolved:

To circulate a copy of the letter sent to the Police and Crime Commissioner to all Councillors for them to adapt if necessary before forwarding to the Chief Constable. All to respond prior to 5th May.

FR&GP.17/56 Annual Return 2016/17:

Consideration was given to the Annual Governance Statement for the year ending 31st March 2017 (*copy previously circulated) and recommendation to Full Council responses for each of the nine statements of Corporate Governance. Following discussion it was

Resolved:

To recommend to Full Council to answer "Yes" to questions 1 -8 and not applicable for question 9.

FR&GP.17/57 Green Man Spring Festival:

Item brought forward by the Town Mayor. Cllr Allen requested assistance at the event on Saturday 29th April. Cllrs Bray, Blair, Robillard, Kelly, Evans, Gribble, Arnold, Mrs Arnold and the Town Clerk offered assistance.

FR&GP.17/58 Matters brought forward by Councillors: (for information only).

Cllr Gribble reminded Councillors of the Hospital League of Friends meeting due to take place on 25th April.

Cllr Kelly informed Councillors that there will be a future agenda item to consider a Safeguarding Policy for adults and children.

Cllr Allen (Town Mayor) advised that Mr R Hubbard is retiring and a presentation will take place at the Mayor's Dinner on 5th May.

Cllr Gribble reminded Councillors to respond to the Town Mayor regarding attending the Mayor's Dinner.

The meeting closed at 7.51pm.

Accounts paid up to 24th March 2017

		£
3.3.17	N Brock	314.00
"	DALC	72.00
16.3.17	Arnolds	50.63
"	Total Cleaning Services	210.00
"	S W Water Ltd	263.00
"	The Parkinson Partnership LLP	900.00
"	BHGS	312.12
"	PHS Group	250.01
"	Devon & Cornwall Newspapers Ltd	216.00
17.3.17	BT AFC	500.00
"	EMS Waste Service Ltd	316.80
"	WPS Ltd	445.00
"	DCC	200.00
"	BT Youth Action	625.00
"	PVM Supplies Ltd	111.24
"	WPS Ltd	449.50
		<u>5235.30</u>

Payroll

6571.53

Direct Debits

8.3.17	UK Fuels Ltd	58.20
17.3.17	British Gas	23.19
21.3.17	EE Phone	32.20
		<u>113.59</u>

Accounts paid up to 21.4.17

		£
28.3.17	Clare Béresford	36.00
"	PHS Group	72.00
"	J Pieczenko	120.00
"	B T Baptist Church	30.00
"	BHGS	145.66
"	R W Hubbard	11.25
30.3.17	Land Registry	7.00
10.4.17	Bim	145.00
"	N Brock	724.00
"	Mrs H Smith	128.38
"	Mr T Morgan	900.00
"	Moorland Community Care Group	750.00
"	DALC	933.81
"	Mole Valley Farmers Ltd	11.99
"	Devon Matters	523.00
"	C2 Business Solutions Ltd	300.00
"	PHS Group	325.74
"	S W Councils	474.00
"	Viking	41.06
		<u>5678.89</u>

Payroll

6571.53

Direct Debits

28.3.17	Elitetele.com	51.81
3.4.17	Aviva	580.70
"	Pulse8broadband	22.00
5.4.17	UK Fuels Ltd	64.90
21.4.17	EE Phone	32.94
		<u>752.35</u>

Financial Statement 21st April.2017

Accounts to be paid

£

Aaron Printers Ltd	94.14
Bovey Tracey Youth Action	625.00
" " " "	625.00
Daniel Curtis	1685.00
Teignbridge District Council	64.80
Total Cleaning Services	232.50
M Wells	13.50
Teignbridge District Council	518.73
" " "	209.87
" " "	454.37
" " "	868.52
	<u>5391.43</u>

General Account:

17,902.30

Accounts to be paid:

5,391.43

12,510.87

Business Bank Instant Account:

157,792.63

Business Bank Instant Account:

310,129.04

480,432.54

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 24TH APRIL 2017 AT 7.55pm

Present:

The Town Mayor, Cllr A Allen

Cllr U Arnold	Cllr G J Gribble**/*
Cllr Ms J H Blair	Cllr E Kelly
Cllr R A Bray	Cllr S P Leigh
Cllr D K Elphick	Cllr C W Robillard
Cllr M J Evans	

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk

The meeting was chaired by Cllr Ms Blair.

Cllr Gribble declared an interest in PL.17/23b & PL.17/25.

PL.17/22 Apologies for absence:

Cllr R J Ashby (Leave)
The Deputy Town Mayor, Cllr Mrs A J Kerswell* (Unwell)
Cllr Ms C O Richardson (Personal commitment)
Cllr M Tregoning (Unwell)

****Public Participation:** No members of the public were present.

PL.17/23 Consideration of Planning Applications:

DNPA Applications listed to 24.3.17: None

TDC Applications listed to 31.3.17: None

DNPA Applications listed to 31.3.17: None

TDC Applications listed to 7.4.17:

- a) 17/00802/FUL Two storey side extension and single storey extension to front of property at 23 Kiln Close for Mr S Young.
Observations: No objection.
- b) 17/00824/FUL Extension to garage at The Pynes, 5A Ashburton Road for Mr D. Bowden.
Observations: No objection.
- c) 17/00865/LBC Amend glass entrance structure at Town Hall, Town Hall Place for Mr Simon Crow.
Observations: Due to the Town Council declaring an interest, the application was noted and no observations were made.
- d) Withdrawn Application. (Noted)
17/00252/FUL Erection of single storey front extension at 2 Brow Hill, Heathfield for Mr P Flory.

DNPA Applications listed to 7.4.17: None

TDC Applications listed to 13.4.17: None

PL.17/24 Planning Decisions: Noted
Approvals:

- a) TDC:
 i) Fell one oak at 38 Musket Road, Heathfield. (Referred)
 ii) Retrospective approval for installation of new shop-front, auto-doors and a new ATM. Re-grading of the external ramp and bollard relocation at Unit A, Riverside. (N/O)
 iii) Crown lift to main forks one oak (941 on submitted plan and crown reduce by 3-4m one oak (942 on submitted plan) at Units 1-3 Blue Water House, Pottery Road. (Referred)
 iv) Crown lift four beech trees to give 2m vertical clearance from roof and fell two Scots pine. (Referred)
 v) Re-render of front elevation re-placing existing Portland cement render with breathable Lime mortar and breathable silicate paint at 44 East Street. (N/O)

- b) DNPA:
 i) Variation of condition 4 of 0271/14 to allow the use of plain tiles at Linghaven. (N/O)

Refusals:

- c) TDC:
 i) Single storey side extension to existing veterinary practice at Mill House, Station Road. (N/O)

The Town Council's submitted observations: No objections - N/O. Objection - 0.

PL.17/25 Devon County Council - (School Lane, Heathfield)
(Prohibition of HGVs over 7.5t) Order:

Members noted details of the above-mentioned draft order (**copy previously circulated*) and considered a response. Following discussion it was

Resolved:

To instruct the Town Clerk to respond supporting the proposed order. The granting of permits seemed an acceptable compromise. Stringent controls must be put in place for the issuing of permits.

PL.17/26 Neighbourhood Plan Steering Group:

Cllr Ms Blair provided an update. It was noted that the first meeting has taken place. Cllr Ms Blair has been elected Chair of the Steering Group. The next meeting takes place at 6.30pm on 25.4.17. David Kiernan (Neighbourhood Planning Officer for TDC) will be attending. A future attendee will be a Councillor from Exminster Parish Council. Minutes will be circulated for future meetings.

PL.17/27 General Planning Matters brought forward by Councillors:
(For information only).

Cllr Gribble highlighted that the date of the next Neighbourhood Planning meeting clashes with the Hospital League of Friends meeting which should be supported.

Cllr Kelly provided feedback following the recent planning site visit at Station Park, Heathfield. Cllr Mrs Kerswell represented that the concerns of the neighbouring residents extremely well and accordingly the outcome is to refuse the application.

The meeting closed at 8.11pm.

Paper(s) follow for:

Item AM. 17/16

BOVEY TRACEY TOWN COUNCIL

MY MAYORAL ENGAGEMENTS 2016/17

PERIOD 16 MAR TO 08 MAY 2017

- 25 MAR: OPENING OF BOVEY FAIRTRADE EVENT AT METHODIST HALL
- 29 MAR: CHAIR ANNUAL TOWN MEETING AND YOUNG CITIZENS AWARDS
- 04 APR: OPENING OF DEVON GUILD EXHIBITION AT TOTNES MUSEUM
- 08 APR: COURTESY VISIT BOVEY HORTICULTURAL SOCIETY SPRING SHOW
- 08 APR: INVITATION ATTENDANCE AT BOVEY HERITAGE CENTRE 2017 RE-OPENING
- 11 APR: BOVEY IN BLOOM PARKS GOLD AWARD PHOTO SHOOT
- 27 APR: OPENING BOVEY SCOUTS GANG SHOW
- 28 APR: RADIO DEVON INTERVIEW ABOUT GREEN MAN SPRING FESTIVAL
- 29 APR: HOSTING & OPENING OF BOVEY GREEN MAN SPRING FESTIVAL
- 02 MAY: PHOTO CALL AT GUILD FOR CONTEMPORARY CRAFT FESTIVAL SPONSORS
- 05 MAY: HOSTING TOWN COUNCIL MAYORAL DINNER
- 06 MAY: BOVEY FUTURES CONSULTATION GATHERING IN BAPTIST CHURCH
- 06 MAY: OFFICIAL BOVEY WELCOME OF DEVON SHARKS RUGBY LEAGUE TEAM
- 08 MAY: INSTALLATION OF HONORARY REPRESENTATIVE OF LORD OF THE MANOR OF BOVEY TRACEY AND OF INCOMING MAYOR FOR 2017/18

THAT'S IT FOLKS. THANKS FOR YOUR SUPPORT DURING MY YEAR IN OFFICE.

TONY.ALLEN

Paper(s) follow for:

Item AM. 17/17

Bovey Tracey Town Council Internal Audit Report 2017



1 May 2017 at 09:45:

(to be read in conjunction with the attached Internal Audit Recommendations)

Internal Control Objective	Observation	Internal Audit Response
<p>A Appropriate accounting records have been kept properly throughout the year.</p>	<p>The Council maintains its account using a manual cashbook which is uncommon for Councils of a similar size. The books were found to be well maintained. The Council should refer to the attached Internal Audit Observations</p>	<p>Yes</p>
<p>B This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</p>	<p>The Council reviewed its Financial Regulations in March 2017. A sample of bank transactions was selected, in all cases it was possible to obtain sight of original supporting documents.</p>	<p>Yes</p>
<p>C This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<p>The Council reviewed risk at a meeting held in November 2016</p>	<p>Yes</p>
<p>D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</p>	<p>The Council set the budget and precept at a meeting held on 18th January 2016. Due to the method of accounting at the Council it is not practical to submit monthly Income and Expenditure reports and comparison to budget. Budget review reports are instead produced on a semi annual basis. The Council's reserves have increased recently but it is understood that this is relation to a new major project that the Council intends to undertake</p>	<p>Yes</p>

<p>E</p> <p>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</p>	<p>The Council receives relatively little income other than the precept. None of the income received is VATable. It was noted that there are is a significant difference between the VAT balance per the Council's accounts and the amount to be claimed. The Council should refer to the attached Internal Audit Observations</p>	<p>Yes</p>
<p>F</p> <p>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</p>	<p>The Council does not maintain a petty cash</p>	<p>Not Covered</p>
<p>G</p> <p>Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.</p>	<p>The Council pays its employees using payroll services from Teignbridge. It was not possible during the audit visit to establish that the Council was complying with HMRC requirements; it was unclear whether the Council has its own PAYE scheme in operation. The Council is also currently paying members allowances without accounting for PAYE. The Council should refer to the attached Internal Audit Observations</p>	<p>Yes</p>
<p>H</p> <p>Asset and investments registers were complete and accurate and properly maintained.</p>	<p>The Council maintains an asset register. No assets have been acquired or disposed of during the year</p>	<p>Yes</p>
<p>I</p> <p>Periodic and year-end bank account reconciliations were properly carried out.</p>	<p>The year end bank reconciliation was reviewed and agreed</p>	<p>Yes</p>
<p>J</p> <p>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</p>	<p>The Council reports on an Income and Expenditure basis. There were no debtors at year end. As referred to above there is a question regarding the balance on the VAT control account which should be subject to review</p>	<p>Yes</p>

<p>K</p> <p><i>(For local councils only)</i> Trust funds (including charitable) – The council met its responsibilities as a trustee.</p>	<p>The Council does not act as Trustee</p>	<p>Not Covered</p>
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Kevin Rose ACMA
IAC Audit & Consultancy Ltd

Bovey Tracey Town Council
Year End Internal Audit Report 2017



Audit visit date	Priority	Observation	Recommendation	Status	Comments
25 Apr 2017	H	It was not possible during the audit visit to reconcile the balance due on the VAT control account, as stated in the year end accounts, with the VAT recoverable as calculated by the finance officer during the visit. It was noted that the current practice is for VAT returns to be computed from individual invoices and it has not been practice to ensure that the amounts claimed agree to the Council's books of accounts. An exercise to compare the accounts balance to a claim indicated that there is a difference between these two values of approximately £1,200. It is likely, due to the existing practices, that this difference has arisen over a number of years	The Council should amend the method of preparing the VAT claim. The Claim should be computed from the Council's cash book and the amount claimed should be reconciled to the balance stated as due from the Cash Book. Due to the apparent significant difference between the accounts and the VAT claims the Council may need to post a significant adjustment in its accounts during the 2017/18 financial year.	Pending	
	H	The Council pays an Annual Allowance to the Mayor, at present this allowance has not been paid subject to PAYE	All lump sum members allowances, including any paid to a Chair or Mayor, must be paid subject to PAYE.	Pending	
	H	The Council has accumulated significant balances over the last few years, this is due to a requirement to fund the construction of a new facility. The Council's bank balances will now exceed £500,000 above which level is a requirement to have an investment policy in place.	The Council should establish an investment policy (an example of a policy has been provided to the Town Clerk)	Pending	
	M	The Council pays its employees using payroll services from Teignbridge. It was not possible during the audit visit to establish that the Council was complying with HMRC requirements. It was unclear whether the Council has its own paye scheme in operation	The Council should confirm whether it has its own PAYE scheme. The Council should obtain sign in details for HMRC online in order that it can check and verify PAYE balances	Pending	
	M	The Council maintains its account using a manual cashbook, which is uncommon for a council of this size. The cash book is well maintained and it was possible to agree the balances to bank statements and prior year Annual Return, however this relies to a great extent on the skills of the person maintaining the accounts	The Council should consider the introduction of a computerised accounting system	Pending	

Paper(s) follow for:

Item AM. 17/18 (i)

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

BOVEY TRACEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed			'Yes' means that this smaller authority:
	Yes	No		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓			has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
			✓	

This annual governance statement is approved by this smaller authority on:

08/05/2017

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Paper(s) follow for:

Item AM. 17/18 (ii)

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

BOVEY TRACEY TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	192,796	395,152	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	186,450	192,650	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	242,543	91,820	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	81,105	78,945	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	145,532	105,286	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	395,152	495,391	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	391,953	497,878	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
9. Total fixed assets plus long term investments and assets	745,401	745,401	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td>✓</td> </tr> </table>		Yes	No		✓	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	✓						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Paper(s) follow for:

Item AM. 17/18 (iii)

Bovey Tracey Town Council

Income & Expenditure Summary 2016/17

	2015/16	2016/17
Income		
Precept	186,450.00	192,650.00
Council tax support grant	16,600.00	16,650.00
Interest	128.28	231.47
Allotment rents	2,550.00	2,255.00
Town hall lettings	4,851.90	
Burial fees	16,441.39	20,889.00
Other income	17,598.89	2,621.78
Grants and P3	65,680.00	41,881.83
Christmas lights donations	1,901.49	1,598.72
Britain in Bloom donations	2,060.00	2,530.00
Flag Project	510.00	45.00
Skate Park	0.00	
S106 & CIL income	21,893.42	3,117.02
Sale of Town Hall (capital receipt)	92,328.00	
Total income	<u>428,993.37</u>	<u>284,469.82</u>
Expenditure		
Recreation ground	60,582.71	14,751.12
Salaries & wages	81,105.34	78,944.51
Establishment expenses	38,064.40	33,407.30
Britain in Bloom	3,612.56	7,855.01
Allotments	1,442.97	1,424.14
Town Hall	9,137.59	
Cemetary	7,732.38	7,550.04
Old Thatched Inn	0.00	8,886.00
Christmas lights	6505	6,550.00
BTYA	7,500.00	6,875.00
Heathfield youth provision	140.96	286.21
Mayfair	0	921.00
Grants	1,575.00	4,500.00
Heritage centre and trail	190.00	1,754.12
Flag Project	3,930.13	1,185.47
Traffic management		5,385.49
P3 Expenses	23.70	
Public toilets	5,094.71	3,826.76
Other expenditure		128.98
Total expenditure	<u>226,637.45</u>	<u>184,231.15</u>
Surplus (deficit) for the year	<u>202,355.92</u>	<u>100,238.67</u>

Balance Sheet

	31/03/2016	31/03/2017
Debtors	50.00	0.00
VAT Recoverable	5,438.70	192.32
Cash at bank	391,953.34	497,878.08
Creditors	2,289.83	2,679.52
Net current assets	<u>395,152.21</u>	<u>495,390.88</u>
Reserves		
Capital Receipts Reserve	92,328.00	92,328.00
General Reserve	135,152.21	235,390.88
Earmarked Reserves	167,672.00	167,672.00
	<u>395,152.21</u>	<u>495,390.88</u>