

# 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.

25<sup>th</sup> February 2019

To Members of the Finance, Resources & General Purposes Committee

Cllrs Gribble (Ex Officio), Allen, Evans, Leigh, Ms Richardson, Robillard & Tregoning.

Cc All other Members of the Council for information.

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance, Resources and General Purposes (FR&GP) Committee which will be held in the Council Chamber, Town Hall Bovey Tracey on Monday 4<sup>th</sup> March 2019 at 7pm for the purpose of transacting the business as set out below.

## AGENDA

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

FR&GP.19/13 Apologies for absence:

**\*\*Public Participation:**

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

FR&GP.19/14 Minutes:

To agree as a correct record and approve the minutes of the meeting of 7<sup>th</sup> January 2019 (\*copy enclosed).

FR&GP.19/15 Accounts & Financial Statement:

To receive and approve

- i) payment and receipt transactions between 11<sup>th</sup> December 2018 and 18<sup>th</sup> February 2019 (\*copy enclosed).
- ii) bank reconciliation between 11<sup>th</sup> December 2018 and 18<sup>th</sup> February 2019 (\*copy enclosed).
- iii) note the bank balances as below:  
General Account: £ 15,414.73 (Statement dated 18.2.19)  
Business Bank Instant A/C: £219,423.31 (Statement dated 1.2.19)  
Business Bank Instant A/C: £350,438.19 (Statement dated 1.2.19)  
Business Bank Instant A/C: £ 18,480.98 (Statement dated 1.2.19)

FR&GP.19/16 Fees & Charges 2019/20:

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

FR&GP.19/17 Dartmoor Demon:

To note that the Dartmoor Demon cycle ride will take place on Saturday 4<sup>th</sup> May, passing through Bovey Tracey.

FR&GP.19/18 Grant - Bovey Tracey Youth Action:

To consider a review of the current grant - £7,500.00 to Bovey Tracey Youth Action.

FR&GP.19/19 Fly a Flag for the Commonwealth - 11<sup>th</sup> March 2019:

To consider an invitation from Bruno Peek (Commonwealth Pageantmaster) to take part in the "Fly a Flag for the Commonwealth" celebrations, by flying the Commonwealth Flag from the Town Hall on Monday 11<sup>th</sup> March 2019.

FR&GP.19/20 Communities Together Fund (CTF):

To note that the application to the CTF for the purchase of a sliding acoustic partition for the new Community Centre was partially successful (£5,299).

FR&GP.19/21 Risk Management Policy:

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

FR&GP.19/22 Electronic Banking:

To receive and consider a report from the Town Clerk (\*copy enclosed).

FR&GP.19/23 Community Centre - Stage II Tender:

To receive and consider the final tender submission (\*copy to be circulated) for the construction of the Community Centre building.

FR&GP.19/24 2019/20 National Salary Award:

To consider a recommendation from the Personnel Committee to implement the following salary awards (\*copy enclosed) from 1<sup>st</sup> April 2019.

	Current SCP	New SCP
Grounds Maintenance Operatives (x2)	11	4
Town Clerk	47	41
Assistant to the Town Clerk	N/A	+2%

FR&GP.19/25 Investment Opportunities:

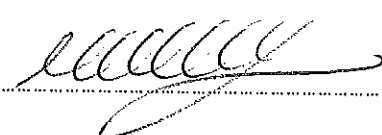
To receive a deferred item from Full Council (FC.18/75 iv). The Town Clerk to provide further information at the meeting.

FR&GP.19/26 Legal Advice Service:

To consider renewing the current agreement (\*copy correspondence enclosed).

FR&GP.19/27 Matters brought forward by Councillors: (for information only).

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

SIGNED   
M WELLS  
TOWN CLERK

DATE 26/02/19.

Present:

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

Cllr A Allen                      Cllr Ms C O Richardson  
Cllr M J Evans                Cllr C W Robillard  
Cllr S P Leigh

In attendance:

Cllr Mrs A J Kerswell\*  
Mr M Wells - Town Clerk  
Two members of the public

\*\*County Cllr  
\*District Cllr

The meeting was chaired by Cllr Leigh

Interests Declared: None.

FR&GP.19/01 Apologies for absence:

Cllr M Tregoning - Unwell

\*\*Public Participation:

Mr T Wilson referred to the Budget & Precept 2019/20 item (FR&GP.19/05) stating that having compared this year to previous years and viewed the reasons for the increase, he was concerned that, in times of austerity, people on fixed incomes will find their expenditure stretched too far. He requested to know the full reasons for the increase.

The Chairman advised that this will be discussed in detail when the item is considered and if Mr Wilson's question remains unanswered he will allow a further opportunity to question.

FR&GP.19/02 Minutes:

The minutes of the meeting of 29<sup>th</sup> October 2018 (*\*copy previously circulated*) were confirmed as a correct record and were approved.

FR&GP.19/03 Accounts & Financial Statement:

Members received and approved the following:

- i) payment and receipt transactions between 16<sup>th</sup> October and 10<sup>th</sup> December 2018 (*\*copy previously circulated*).
- ii) bank reconciliation between 16<sup>th</sup> October and 10<sup>th</sup> December 2018 (*\*copy previously circulated*).
- iii) noted the bank balances as below:  
General Account:                      £ 16,773.22 (Statement dated 24.12.18)  
Business Bank Instant A/C:    £252,764.63 (Statement dated 30.11.18)  
Business Bank Instant A/C:    £350,408.91 (Statement dated 30.11.18)

FR&GP.19/04 Dispensation for Councillors in respect of the Budget Process:

Members considered granting a dispensation request to allow Committee Members to participate in setting the 2019/20 precept in accordance with the provision of the Localism Act 2011.

The Town Clerk presented the signed dispensation.

Resolved:

To approve the dispensation.

**FR&GP.19/05 Budget & Precept 2019/20:**

Members considered a recommendation to Full Council following consideration of the following:

- i) The draft budget for 2019/20 (*\*copy enclosed*)
- ii) Setting the precept figure at £232,850.00

The Chairman presented the budget in draft and explained the reasons for the proposed increase. Following discussion from Members it was resolved to suspend Standing Orders to allow Mr Wilson to speak further.

Mr Wilson requested that Members consider using some funding from reserves to fund this major increase. The Chairman replied stating that the use of reserves for ongoing revenue budget is a slippery slope. Cllr Allen noted that some expenditure is statutory and some optional e.g. events, grants, maintenance etc. and he considered that parishioners would wish these to continue.

Following consideration it was

**Resolved:**

- i) To recommend the Draft Budget to Full Council.
- ii) To recommend to Full Council setting the precept figure at £232,850.00.

**FR&GP.19/06 Internal Audit 2018/19 - Interim Report:**

Members received and noted the interim audit observations 2018/19 (*\*copy previously circulated*) and considered the following auditor recommendations:

- i) Progressing electronic banking.
  - ii) Opening a separate account to monitor the use of CiL funds.
- Following discussion it was

**Resolved:**

- i) To request the Town Clerk to prepare a report on the process for switching to electronic banking.
- ii) To instruct the Town Clerk to create a separate account for monitoring CiL receipts and expenditure.

**FR&GP.19/07 New Councillor Induction Pack:**

Members considered a recommendation to Full Council to adopt a Councillor Induction Pack (*\*copy previously circulated*).

Following discussion Cllr Allen suggested the inclusion of the following:

- i) Further reference to Heathfield Councillors and the right for all Councillors to vote on all issues relating to the whole parish.
- ii) To make reference to one Full Council meeting being held annually at Heathfield.
- iii) Function of Full Council and Committees, Sub-groups and Sub-committees include Terms of Reference.
- iv) Meeting memberships are decided at the annual meeting.
- v) Describe quorum and impact.

Cllr Robillard suggested that the Town Clerk hosts a welcome session to discuss the document. Cllr Evans suggested the document should be issued to all Councillors.

**Resolved:**

To recommend to Full Council its adoption including amendments as set out above.

FR&GP.19/08 Bovey Tracey Activities Trust (BTAT):

Consideration of an application for grant funding. This item was deferred until a completed funding application is received.

FR&GP.19/09 Communities Together Fund:

Members reconsidered an application for funding from the Communities Together Fund. The Town Clerk advised that as there was no support from all the moorland towns for the shared Town Centre Manager post, the project will not progress. Members therefore considered an alternative application to fund the purchase and installation of an acoustic folding partition for the proposed new Community Centre

Resolved:

To instruct the Town Clerk to make application.

FR&GP.19/10 Public Sector Deposit Fund:

Members received a deferred item (FC.18/75 iv) for further consideration. The Chairman explained the current issues with investing with the CCLA as the PSDF is a fund manager and is not supported currently by the Town Council's Treasury and Investment Policy. Following discussion it was

Resolved:

To seek a steer from Full Council as to whether the policy should be expanded to include alternatives such as this.

FR&GP.19/11 General Data Protection Regulations (GDPR) - Audit Report:

Members received and noted the GDPR Audit observations (*\*copy previously circulated*) and considered the following recommendations to Full Council:

- i) All Members to receive NALC's Legal Briefing (L04-11) (*\*copy previously circulated*).
- ii) Council responsibility for GDPR is included within the "Terms of Reference" of the Finance, Resources and General Purposes Committee.
- iii) To adopt a policy for dealing with data breaches (*\*draft copy previously circulated*)

Resolved:

To recommend to Full Council:

- i) The issue of NALC's Legal Briefing (L04-11) to all Members to receive and note.
- ii) That Council responsibility for GDPR is added to the Terms of Reference for FR&GP Committee.
- iii) The adoption of the Data Breach policy.

FR&GP.19/12 Matters brought forward by Councillors: (*for information only*).

Cllr Robillard reported an issue with the footpath link between St Paul's Close and East Street. He noted that two minor accidents had recently occurred and he considered that the bollard needs to be lit. Cllr Gribble agreed to progress this.

The meeting closed at 8pm.

## Current Account

Payments made between 11/12/2018 and 18/02/2019

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
17/12/2018	EDF Energy	D/D	19.19		0.91	4190	200	18.28	Electricity supply - CCTV
17/12/2018	Premium Credit Ltd	D/D	299.83			4190	200	299.83	Insurance
17/12/2018	Premium Credit Ltd	D/D	299.83			4190	200	299.83	Insurance
18/12/2018	British Gas	D/D	32.43		1.54	4500	400	30.89	Electricity supply - Cemetery
20/12/2018	Mr N Brock	592	335.00			4500	400	335.00	Gravedigging
20/12/2018	Mr N Hutchings	593	50.00			4300	300	50.00	Allotment deposit refund
20/12/2018	Bovey Tracey Youth Action	594	1,250.00			4600	600	1,250.00	Nov & Dec 18 payts
20/12/2018	Torbay Display	595	6,792.00		1,132.00	4460	350	5,660.00	Christmas lights & trees
20/12/2018	Equiptest Ltd	596	388.80		64.80	4190	200	324.00	Portable appliance testing
20/12/2018	M I Davey	597	320.00			4190	200	320.00	Catering for Carol Service
21/12/2018	EE Phone	D/D	34.72		5.79	4190	200	28.93	Plan charge
28/12/2018	Elitegroup	D/D	59.79		9.96	4190	200	49.83	Telecom service
02/01/2019	Pulse8Communications	D/D	22.00		3.67	4190	200	18.33	Broadband
02/01/2019	Premium Credit Ltd	D/D	299.83			4190	200	299.83	Insurance
08/01/2019	Heathfield Leisure Pursuits	598	30.00			4910	350	30.00	Hire of hall NDP event
08/01/2019	PHS Group	599	184.86		30.81	4540	500	154.05	Waste collection
08/01/2019	Mrs R Darnell	600	50.00			4300	300	50.00	Refund allot deposit
08/01/2019	Mole Valley Farmers	601	21.84		3.64	4540	500	18.20	Goods
08/01/2019	Community Heartbeat Trust	602	81.54		13.59	4190	200	67.95	Goods
08/01/2019	Teignbridge District Council	603	7,385.83			4000	150	7,385.83	Payroll
08/01/2019	Devon Contract Waste Ltd	604	83.04		13.84	4540	500	69.20	Waste collection
08/01/2019	Mr M Wells	605	176.50			4190	200	176.50	Carol service refreshments
08/01/2019	Specialist Hygiene Services Lt	606	283.64		47.27	4360	300	236.37	Cleaning
09/01/2019	UK Fuels Ltd	D/D	114.11		19.02	4540	500	95.09	Fuel
14/01/2019	Mrs B Fletcher	607	48.00			4190	200	48.00	Cleaning
14/01/2019	Viking	608	120.60		17.78	4190	200	102.82	Goods
14/01/2019	Mr M Wells	609	11.88			4540	500	11.88	Purchase of chain link
14/01/2019	Lisa Robillard Webb	610	52.50			4910	350	52.50	Admin support
16/01/2019	EDF Energy	D/D	19.58		0.93	4190	200	18.65	Supply - CCTV cameras
21/01/2019	Mr N Brock	611	335.00			4500	400	335.00	Gravedigging
21/01/2019	Glasdon UK Ltd	612	376.58		62.76	4540	500	313.82	Play equipment goods
21/01/2019	Diversified Business Comms.	613	192.00		32.00	4190	200	160.00	CDC Yearbook listing
21/01/2019	Devon Contract Waste Ltd	614	40.90		6.82	4540	500	34.08	Waste collection
Subtotal Carried Forward:			19,811.82	0.00	1,467.13			18,344.69	

## Current Account

Payments made between 11/12/2018 and 18/02/2019

## Nominal Ledger Analysis

ate	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
1/01/2019	P J Bevans	615	58.00			4190	200	58.00	Heating repair
1/01/2019	Mole Valley Farmers Ltd	616	128.72		21.45	4540	500	107.27	Goods
1/01/2019	EE Phone	D/D	34.72		5.79	4190	200	28.93	Plan charge
5/01/2019	British Gas	D/D	21.93		1.04	4360	300	20.89	Electricity supply
3/01/2019	Daniel Curtis	617	980.00			4710	700	980.00	Repairs Heathfield Youth Club
3/01/2019	Teignbridge District Council	618	2,085.83			4000	150	2,085.83	Payroll
3/01/2019	Teignbridge District Council	619	64.80		10.80	4190	200	54.00	Payroll services
3/01/2019	Specialist Hygiene Services Lt	620	283.64		47.27	4360	300	236.37	Cleaning
3/01/2019	British Gas	D/D	0.29		0.01	4360	300	0.28	Electricity supply
3/01/2019	Elite Group	D/D	54.60		9.10	4190	200	45.50	Telecom
1/02/2019	Pulse8Communications	D/D	22.00		3.67	4190	200	18.33	Broadband
1/02/2019	Premium Credit	D/D	299.83			4190	200	299.83	Insurance
1/02/2019	Dartmoor Whisky Distillery Ltd	621	2,270.54			4190	200	2,270.54	Rent & utilities
1/02/2019	1st Office Equipment Ltd	622	369.41		61.57	4190	200	307.84	Copier charge
1/02/2019	Bridge Civil Engineering Ltd	623	3,840.00		640.00	4500	400	3,200.00	Footpath at Cemetery
1/02/2019	Sound & Visual Systems Ltd	624	1,088.64		181.44	4190	200	907.20	CCTV camera
1/02/2019	S W Water Ltd	625	28.81			4300	300	28.81	Supply - allotments
1/02/2019	Mole Valley Farmers	626	250.50		41.75	4540	500	208.75	Goods
1/02/2019	UK Fuels Ltd	D/D	123.99		20.67	4540	500	103.32	Fuel
1/02/2019	British Gas	D/D	275.42		13.11	4190	200	262.31	Electricity supply
1/02/2019	Mrs B Fletcher	627	48.00			4190	200	48.00	Cleaning
1/02/2019	PHS Group	628	383.98		64.00	4540	500	319.98	Waste collection
1/02/2019	Horizon Consulting Engineers L	629	1,380.00		230.00	4250	250	1,150.00	Safety audit
1/02/2019	S West Grounds Maintenance	630	420.00		70.00	4500	400	350.00	Grass cutting
1/02/2019	Teignbridge District Council	631	5,300.00			4000	150	5,300.00	Payroll
1/02/2019	Arnolds	632	20.62		3.44	4540	500	17.18	Goods
1/02/2019	Devon Contract Waste Ltd	633	33.22		5.54	4540	500	27.68	Waste collection
1/02/2019	WPS Ltd	634	495.00			4190	200	495.00	H & S Audit
1/02/2019	EDF Energy	D/D	19.58		0.93	4190	200	18.65	Supply - CCTV
<b>Total Payments:</b>			<b>40,193.89</b>	<b>0.00</b>	<b>2,898.71</b>			<b>37,295.18</b>	

## Current Account

Receipts received between 11/12/2018 and 18/02/2019

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS	Banked: 14/12/2018	9.00						
BACS	Addaction	9.00		1.50	1900	100	7.50	Hire Council Chamber
BACS	Banked: 17/12/2018	50.00						
BACS	Ms A Traffod	50.00			1200	100	50.00	Allot 36 rent
BACS	Banked: 17/12/2018	20.00						
BACS	Mr M Harvey	20.00			1200	100	20.00	Allot 26 rent
382	Banked: 20/12/2018	499.00						
158	Mr R Clark & Ms C Nakatani	40.00			1200	100	40.00	Allots 19B & 23 rent
159382	Mr T Scurfield	20.00			1200	100	20.00	Allot 32 rent
160	Ms E Steer	30.00			1200	100	30.00	Allot 16 rent
161	Mr S Williams	50.00			1200	100	50.00	Allot 40 rent
162	Mr S Goodhew	20.00			1200	100	20.00	Allot 20 rent
163	Lord A Vizor	20.00			1200	100	20.00	Allot 28A rent
164	Mrs S Watson	20.00			1200	100	20.00	Allot 11A rent
165	Mr R Freeman	20.00			1200	100	20.00	Allot 30 rent
166	Mr R F Rendell	20.00			1200	100	20.00	Allot 21 rent
167	B T Information Centre Trust	149.00			1900	100	149.00	Telecom line transfer
168	Mr W Sanders	30.00			1200	100	30.00	Allot 6 rent
169	Ms M Sussex & Mr A Blundell	20.00			1200	100	20.00	Allot 15B rent
170	Ms S Hewett	20.00			1200	100	20.00	Allot 9A rent
171	Mrs B Hawkins	20.00			1200	100	20.00	Allot 14B rent
172	Mr P Wielgosz	20.00			1200	100	20.00	Allot 4B rent
BACS	Banked: 21/12/2018	20.00						
BACS	Mr B Alton	20.00			1200	100	20.00	Allot 8A rent
BACS	Banked: 24/12/2018	20.00						
BACS	Mr S Moseley	20.00			1200	100	20.00	Allot 19A rent
BACS	Banked: 28/12/2018	45.00						
BACS	Dolphin Hotel	45.00			1110	100	45.00	Christmas tree
BACS	Banked: 31/12/2018	20.00						
BACS	P Gooding	20.00			1200	100	20.00	Allot 5B - rent
BACS	Banked: 31/12/2018	20.00						
BACS	C Spain	20.00			1200	100	20.00	Allot 13A - rent
BACS	Banked: 02/01/2019	50.00						
BACS	C & J Eames	50.00			1200	100	50.00	Allot 37 - rent
BACS	Banked: 02/01/2019	50.00						
BACS	P Kennedy-Bruyneels	50.00			1200	100	50.00	Allot 38 - rent
BACS	Banked: 02/01/2019	20.00						
BACS	Mrs H Jewell	20.00			1200	100	20.00	Allot 4A - rent
383	Banked: 08/01/2019	842.46						
173	Angel Home Care	94.00			1900	100	94.00	Portable appliance testing
Subtotal Carried Forward:		1,665.46	0.00	1.50			915.50	



## Current Account

Receipts received between 11/12/2018 and 18/02/2019

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
174	Heritage Trust	86.01			1900	100	86.01	Telecom & PA testing
175	Bowling Club	10.00			1900	100	10.00	Annual lease
176	Information Centre Trust	52.45			1900	100	52.45	Telecom & P A testing
177	Mrs A Taylor	50.00			1200	100	50.00	Allot 39 - rent
178	Miss J Tregoning	20.00			1200	100	20.00	Allot 1A - rent
179	Mrs R Hewings	20.00			1200	100	20.00	Allot 27 - rent
180	Mr & Mrs P Wells	20.00			1200	100	20.00	Allot 2A - rent
181	Mrs J Stevens	20.00			1200	100	20.00	Allot 2B - rent
182	Mr A Lockwood	50.00			1200	100	50.00	Allot 41 - rent
183	Mrs D Hamilton	50.00			1200	100	50.00	Allot 45 - rent
184	Mr & Mrs R Griffiths	50.00			1200	100	50.00	Allot 47 - rent
185	Mr S Goodman	30.00			1200	100	30.00	Allot 12 - rent
186	Mrs D Belton	20.00			1200	100	20.00	Allot 29 - rent
187	Mr S Powiesland	20.00			1200	100	20.00	Allot 18 - rent
188	Mr T Heale	20.00			1200	100	20.00	Allot 25 - rent
189	Mrs A Overzee	50.00			1200	100	50.00	Allot 49 - rent
190	Mr & Mrs P Field	50.00			1200	100	50.00	Allot 44 - rent
191	Ms K Gardner	50.00			1200	100	50.00	Allot 36 - rent
192	Mrs S Oxton	50.00			1200	100	50.00	Allot 46 - rent
193	Mr M Corps	30.00			1200	100	30.00	Allot 10 - rent
	Banked: 08/01/2019	15,000.00						
Virement	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Virement
	BACS Banked: 14/01/2019	50.00						
BACS	Mrs J Connelly	50.00			1200	100	50.00	Allot 48 - rent
384	Banked: 15/01/2019	1,693.00						
0553	Coombes & Sons	1,106.00			1400	400	1,106.00	Burial
0554	Parkers Funeral Directors	189.00			1400	400	189.00	Headstone
0555	Ms T Preston	378.00			1400	400	378.00	Headstone
194	Mrs D Finch	20.00			1200	100	20.00	Allot 9B - rent
BACS	Banked: 23/01/2019	70.00						
BACS	Mrs D Tandy	70.00			1200	100	70.00	Allot 14A - Rent & deposit
BACS	Banked: 24/01/2019	20.00						
BACS	Mr P Todd	20.00			1200	100	20.00	Allot 28B - rent
BACS	Banked: 28/01/2019	20.00						
BACS	Mr A Watson	20.00			1200	100	20.00	Allot 31 - rent
385	Banked: 31/01/2019	521.00						
0556	Coombes & Sons	401.00			1400	400	401.00	Interment of ashes
195	Mr R Brimicombe	30.00			1200	100	30.00	Allot 7 - rent
196	Mr B Reynolds	50.00			1200	100	50.00	Allot 33 - rent
197	Ms A Belben	20.00			1200	100	20.00	Allot 15A - rent
198	Mr & Mrs G Johnson	20.00			1200	100	20.00	Allot 1B - rent
BACS	Banked: 31/01/2019	70.00						
BACS	Mr D & Mrs C Nicholls	70.00			1200	100	70.00	Allot 5A - rent & deposit
Subtotal Carried Forward:		19,109.46	0.00	1.50			19,107.96	

## Current Account

Receipts received between 11/12/2018 and 18/02/2019

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
BACS	Banked: 11/02/2019	15.00						
BACS	A Thain	15.00			1500	100	15.00	Green Man Festival
BACS	Banked: 11/02/2019	20.00						
BACS	S Spencer Futter	20.00			1200	100	20.00	Allot 24 - rent
	Banked: 11/02/2019	15,000.00						
Virement	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Virement
BACS	Banked: 18/02/2019	15.00						
BACS	S Ford	15.00			1500	100	15.00	Green Man Festival
<b>Total Receipts:</b>		<b>34,159.46</b>	<b>0.00</b>	<b>1.50</b>			<b>34,157.96</b>	

## Lloyds Deposit - 00711234

Receipts received between 11/12/2018 and 18/02/2019

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Interest	Banked: 09/01/2019	9.73						
Interest	Lloyds Bank	9.73			1090	100	9.73	Interest
BACS	Banked: 10/01/2019	780.00						
BACS	DCC	780.00			1100	100	780.00	Grant
BACS	Banked: 17/01/2019	6,565.96						
BACS	HMRC	6,565.96			105		6,565.96	VAT repayt.
BACS	Banked: 30/01/2019	7,545.23						
BACS	HMRC	7,545.23			105		7,545.23	VAT repayt
BACS	Banked: 31/01/2019	228.00						
BACS	Devon Air Ambulance	228.00			1900	100	228.00	Contribution to works
<b>Total Receipts:</b>		<b>15,128.92</b>	<b>0.00</b>	<b>0.00</b>			<b>15,128.92</b>	

## Bovey Tracey Town Council

### Bank - Cash and Investment Reconciliation as at 18 February 2019

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	18/02/2019	Current Account	15,414.73
2	01/02/2019	Bus Bank Instant	219,423.31
3	01/02/2019	Lloyds Deposit 07214996	350,438.19
			<b>585,276.23</b>
<u>Unpresented Payments</u>			
1	26/11/2018	571	17.96
1	10/12/2018	588	149.00
1	10/12/2018	588	-149.00
1	08/01/2019	598	30.00
1	08/01/2019	602	81.54
1	28/01/2019	618	2,085.83
1	28/01/2019	619	64.80
1	28/01/2019	620	283.64
1	04/02/2019	621	2,270.54
1	04/02/2019	622	369.41
1	11/02/2019	627	48.00
1	11/02/2019	628	383.98
1	11/02/2019	632	20.62
1	11/02/2019	633	33.22
1	19/02/2019	635	272.75
1	19/02/2019	636	25.29
1	19/02/2019	637	12.53
1	19/02/2019	638	118.80
1	19/02/2019	639	283.64
			<b>6,402.55</b>
			<b>578,873.68</b>
<u>Receipts not on Bank Statement</u>			
0	18/02/2019	All Receipts Cleared	0.00
			<b>0.00</b>
<b>Closing Balance</b>			<b>578,873.68</b>
<u>All Cash &amp; Bank Accounts</u>			
Current Account			9,012.18
Lloyds Deposit (CIL) 66934760			18,480.98
Lloyds Deposit - 00711234			204,423.31
Lloyds Deposit - 07214996			350,438.19
Other Cash & Bank Balances			0.00
<b>Total Cash &amp; Bank Balances</b>			<b>582,354.66</b>

Bovey Tracey Town Council

Fees & Charges - Review (2019/2020)

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

Section 1 - Cemetery Fees

**PART 1 - INTERMENTS**

	2018/19 fees	2019/20 Proposed (Parishioner)	2019/20 Proposed (Non- Parishioner)
For the interment in a grave for which no exclusive right of burial or exclusive grant of burial has been granted:			
(a) A stillborn or a child whose age did not exceed FIVE years at the time of death.	No Charge	No Charge	No Charge
(b) A child whose age at the time of death did exceed FIVE years but did not exceed TWELVE years.	£245 (£490)	£250	£500
(c) A person whose age at the time of death exceeded TWELVE years:			
Single - 4ft (1.22m Depth)	£553 (£1106)	£564	£1128
Double - 6ft (1.83m Depth)	£654 (£1308)	£667	£1334
Treble - 8ft (2.44m Depth)	£780 (£1560)	£796	£1592
For any interment in a walled grave in respect of which an exclusive right of burial has been granted.	A quotation will be given	A quotation will be given	A quotation will be given
For any interment of cremated remains.	£168 (£336)	£171	£342

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

For the right of burial for a period not exceeding 100 years.			
(a) In an earthen grave 8 feet by 3 feet	£620 (£1240)	£632	£1264
(b) In an earthen grave 8 feet by 6 feet	£1233 (£2466)	£1258	£2516
For exclusive right of burial in a child's grave not exceeding 3ft 6" by 1ft 6"	£233 (£466)	£238	£476
Cremation Plot	£233 (£466)	£238	£476

**PART 3 - WALLED GRAVES**

For the right to construct and for the exclusive right of burial for a period not exceeding 100 years.			
(a) In a grave 8 feet by 4 feet	£880 (£1760)	£898	£1796
(b) In a grave 8 feet by 8 feet	£1767 (£3534)	£1802	£3604

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

**PART 4 - MONUMENTS, GRAVESTONES, TABLETS AND INSCRIPTIONS**

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

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

**PART 5**

Search Fee	£28	No change	N/A
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**Section 2 - Allotment Fees**

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

**Section 3 - Christmas Lights**

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

**Section 4 - Town Centre Baskets/Boxes**

Purchase of a serviced basket/box	£25	No change	N/A
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**Section 5 - Gravedigger Fees**

Preparation of a Single Depth Plot	£335	£385	N/A
Re-opening a Plot	£335	£385	N/A
Preparation of a Double Depth Plot	£430	£470	N/A

## **BOVEY TRACEY TOWN COUNCIL RISK MANAGEMENT POLICY**

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

### **1. Plays Areas – Mill Marsh Park & Recreation Ground**

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

### **2. Town Hall**

Annual maintenance contracts are in place for the servicing of:

- i. Emergency lighting
- ii. Fire extinguishers

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

### **3. Cemetery**

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

### **4. Old Railway Station**

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

### **5. Vehicles, Machinery & Electric Tools/Appliances**

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



**6. Open Spaces, Seats & Bus Shelters**

- i. All open spaces under the ownership of the Town Council are checked daily. Club and Organisations using the Recreation Ground are required to submit copies of their Public Liability insurance annually. Members of staff are qualified to undertake herbicide application.
- ii. Quantified Tree Risk Assessments are undertaken bi-annually on Town Council assets
- iii. Seats owned by the Town Council are checked annually and follow a three-year maintenance/repainting programme.
- iv. Bus shelters are checked and cleaned regularly.

**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 18<sup>th</sup> 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.

## ONLINE BANKING

### AGENDA ITEM No. FR&GP. 19/22

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**MEETING:** FINANCE, RESOURCES & GENERAL PURPOSES

**DATE:** 4<sup>TH</sup> MARCH 2019

**REPORT BY:** TOWN CLERK

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#### **1.0 Purpose of the Report**

- 1.1 To consider moving to electronic banking for the payment of invoices and to more efficiently manage receipts and payments.

#### **2.0 Background to the Report**

- 2.1 The Town Council currently pays all invoices (including reimbursement for salaries) by cheque except for a few Direct Debits.
- 2.2 At the present time the system for payments involves the authorisation of all invoices from the FR&GP Committee Chair, cheques prepared, which then require signatures from 3 Town Councillors and the Town Clerk. All payments and receipts are reported to the FR&GP Committee.

#### **3.0 Proposal**

- 3.1 To make use of electronic banking, reduce costs of postage and mitigate the risk of cheques being returned and to enable up-to-date monitoring and reconciliation of income and expenditure.
- 3.2 It is proposed to use Lloyds Business Banking Online Payment Control (OPC) facility (see Appendix 1) to provide electronic banking. OPC is secure and when you log on, encrypted information protects the login details. Logging on requires a combination of unique passwords, PINs and user IDs to access the service. Users must frequently change their passwords for optimum security.
- 3.3 The Assistant to the Town Clerk will input the payment data onto the system and will authorise by using a pin reader with a different PIN to the login PIN.
- 3.4 Email notification will be sent to those Councillors who wish to be registered as online users in order to authorise payments. Attached to the notification email will be scanned copies of all approved invoices for payment. The first 3 users who login will authorise payments. The Town Clerk will then approve payments before being released.

- 3.5 Bank statements will be reconciled with the account software package and will be reviewed on a monthly basis. The reconciliation report will then be issued to each meeting of the FR&GP Committee (as per current protocol).

#### **4.0 Financial implications and risks**

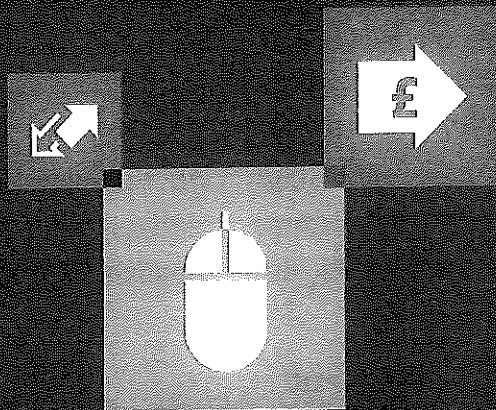
- 4.1 The controls suggested will limit the potential exposure to inappropriate use and provide the necessary audit trail for all expenditure.
- 4.2 Financial regulations will need to be amended and updated to reflect electronic payments. This is scheduled for May 2019.
- 4.3 There are no charges for the OPC facility. In the event that there are issues with processing payments, cheques can still be utilised following the current authorisation process.

#### **5. Recommendations**

- 5.1 Members are requested to approve moving to electronic banking and consider the suggested controls and if agreed authorise the Town Clerk to proceed with making the necessary arrangements.

BUSINESS BANKING

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# ONLINE PAYMENT CONTROL

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More efficient internet banking



LLOYDS BANK

## Take control of your internet banking

---

Online Payment Control (OPC) gives your organisation greater control when you want to make payments using Online for Business, our internet banking service

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Setting up Online Payment Control for your business is easy, but you must be registered for Online for Business internet banking as a Full Access (account signatory).

With OPC, two or three of your registered internet banking users can authorise all of your online payments. Alternatively you can set up individual payment limits for anyone who uses Internet Banking in your business.

To use OPC, all users must be registered to use internet banking as Full Access (account signatories) or Full Access (delegate) before they can use this service.

For more information about how to register for internet banking, visit [lloydsbank.com/businessopc](http://lloydsbank.com/businessopc)

\*The overall daily limit for your account will still apply. For more information contact the Helpdesk on 0845 300 0116 7am–7pm Monday–Friday and 8am–6pm on Saturday, excluding Bank Holidays.

## How Online Payment Control works

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You can set up OPC to suit your business needs as you'll see from the following scenarios.

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### Example 1 – individual limits

Bob and John are partners in ABC Plumbing and are registered for Online for Business. Una is their bookkeeper. They'd like Una to be able to make online payments up to £1,000.

To do this, they should register Una for internet banking, choose 'Manage payment control' and set Una a **£1,000** limit per transaction. They can change this limit whenever they need to, and Una can also set up larger payments ready for either Bob or John to approve.

### Example 2 – multiple users, two to authorise

Mark, Emily and Gita are partners in a consultancy firm. Alec is their bookkeeper. Their business rules require two signatories to approve all payments, and Alec prepares cheques for them to sign. With Online Payment Control they can now arrange these payments online.

One of the three signatories registers Alec as a Full Access (Delegate) in a 'Create only' role. Alec can then create an online payment for any of the other three to authorise.

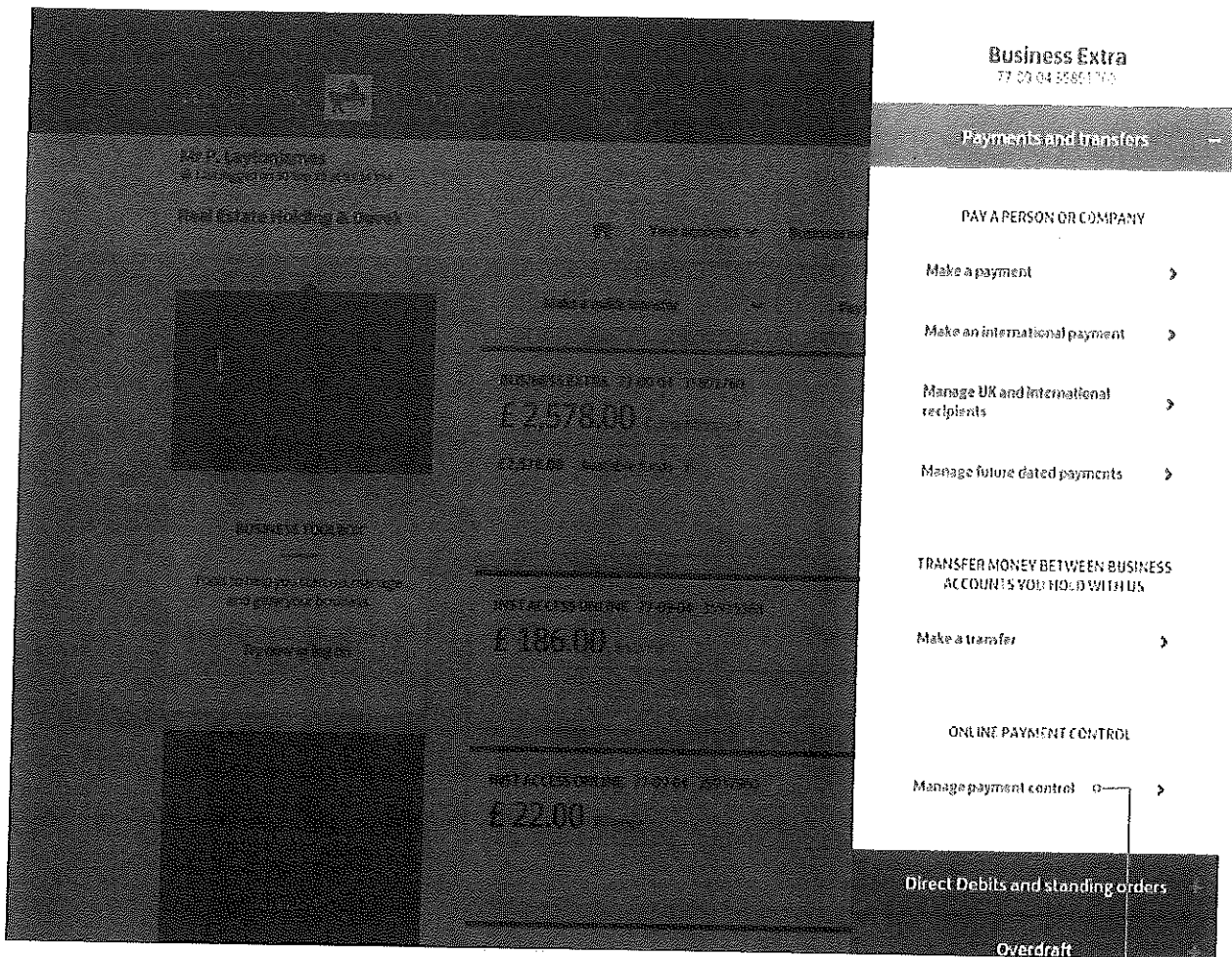
### Example 3 – three or more to authorise

Maureen runs a charity that currently needs three people out of eight signatories to approve all cheque payments.

Now, each signatory can register for Online for Business and with Online Payment Control, any of them can set up a payment for two of the others to also authorise.

# How to set up Online Payment Control

## 1. Your account tools.



If you're already registered for internet banking, select 'Manage payment control' at the right-hand side of the screen.

# Online Payment Control

## 2. Set up payment control.

**Individual Limits**

View example: [Users with limits](#)

View example: [Multiple administrators](#)

View example: [None to authorize ALL payments](#)

**Which option is best for my business?**

Select a set of the options below, which includes examples and details as to how to find out which service best suits your business?

	Users with limits	Multiple administrators	
	Individual limits	To authorize ALL payments	None to authorize ALL payments
	<a href="#">See an example</a>	<a href="#">See an example</a>	<a href="#">See an example</a>
<b>Summary</b>	<p>Requires a set of limits to be set up for each user. It is a good option for businesses with a small number of users.</p> <p>Users will be able to make payments on their own. It is a good option for businesses with a small number of users.</p> <p>It is a good option for businesses with a small number of users.</p>	<p>Requires a set of limits to be set up for each user. It is a good option for businesses with a small number of users.</p> <p>Users will be able to make payments on their own. It is a good option for businesses with a small number of users.</p> <p>It is a good option for businesses with a small number of users.</p>	<p>Requires a set of limits to be set up for each user. It is a good option for businesses with a small number of users.</p> <p>Users will be able to make payments on their own. It is a good option for businesses with a small number of users.</p> <p>It is a good option for businesses with a small number of users.</p>
<b>Minimum number of users to make a payment</b>	1	2	2

The set up payment control screen allows you to select the option which suits your business best – and shows the minimum number of users you need for each option.

You can add more users, so you can still make payments if someone is away, or unable to access the internet.



# Individual Limits

You need to make sure your registered users have the right level of access – whether making payments or authorising them.

## 3. Set individual limits.

The screenshot shows the Lloyds Bank online interface. At the top, it says 'LLOYDS BANK' with a logo and 'Our Products and Services'. On the right, there are links for 'Cookie Policy' and 'Safe and Secure Our Online for Business guarantee'. Below this, the user's name 'Ms T. Jackson' is displayed. The main section is for 'TELEFONICA SA' with a 'Switch business' button. Navigation links include 'Your accounts', 'Business admin', and 'Help & contact us'. There are also 'Settings' and 'Log off' buttons.

← Back to: Your accounts

### Set individual limits

TELEFONICA SA

- For a full list of features available to users, visit [our helpdesk](#) or [contact us](#) for more information.
- The individual limit is the maximum amount that can be authorised for a payment (signature or card payment) for individual users. For more information, please see the [helpdesk](#) or [contact us](#) for more information.
- Any payments over the individual limit will require the user to authorise the payment.
- Setting a user's limit to zero will require the user to authorise all payments.
- The change will be reflected in the next time the user logs on. They will also receive a confirmation of the change.
- To find out more about our products and services, visit [our helpdesk](#) or [contact us](#) for more information.

For more information contact the Helpdesk on **0845 300 0116** 7am–7pm Monday–Friday and 8am–6pm on Saturday, excluding Bank Holidays.

Users

A screenshot of the 'Users' list. The first entry is 'TAPPESE' with a limit of '0'. There is a 'Cancel' button next to it.

This user can view the account and make payments. They are not able to authorise payments as their limit is set to zero.

Set individual limits (£) [?]

A screenshot of the 'Set individual limits' form. The limit is set to '£'. There is a 'Continue' button next to it.

With a limit set, this user can create and authorise payments up to that limit. They can also create but not authorise higher payments Your overall daily limit for your account will still apply.

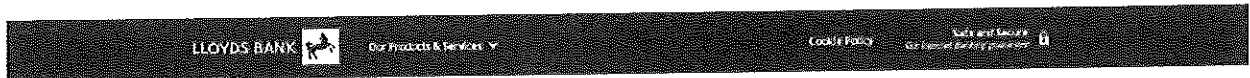
A screenshot of the 'Set to maximum allowed' form. The limit is set to '0'. There is a 'Continue' button next to it.

This user can set up and make payments to your maximum limit allowed.

For more information contact the Helpdesk on **0845 300 0116** 7am–7pm Monday–Friday and 8am–6pm on Saturday, excluding Bank Holidays.





# Online Payment Control


## 4b. Confirm two to authorise for your payments.



### Real Estate Holding & Development

Mr P. Layton James  
 01234 5678901234567890

 [Your Accounts](#)  [Your Profile](#)  [Help & Support](#)  [Log out](#)

 [Back to Your accounts](#)

## Confirm two to authorise for your payments

Real Estate Holding & Development


You are being asked to confirm a payment for the amount shown below. Please check the date of payment before entering the security details and clicking Confirm.

The amount of the payment is £1234.56. The date of payment is 12/12/2012.

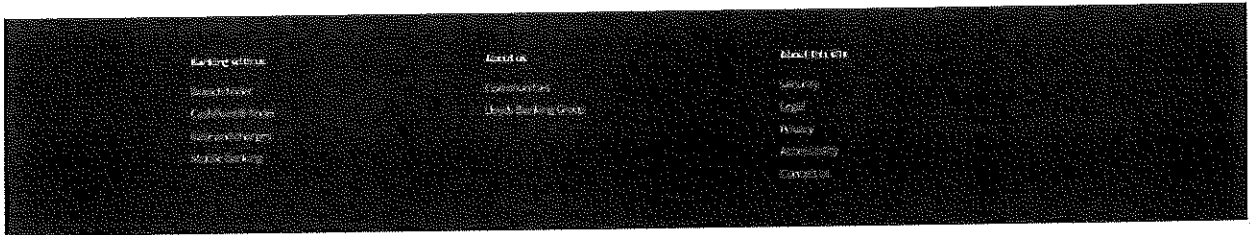
Uses	Rate (%)
Direct Debit	Direct Debit

Please enter your password. Do not click until you are prompted.

XXXXXXXXXX

 [Previous](#) [Cancel](#)

[Confirm](#)

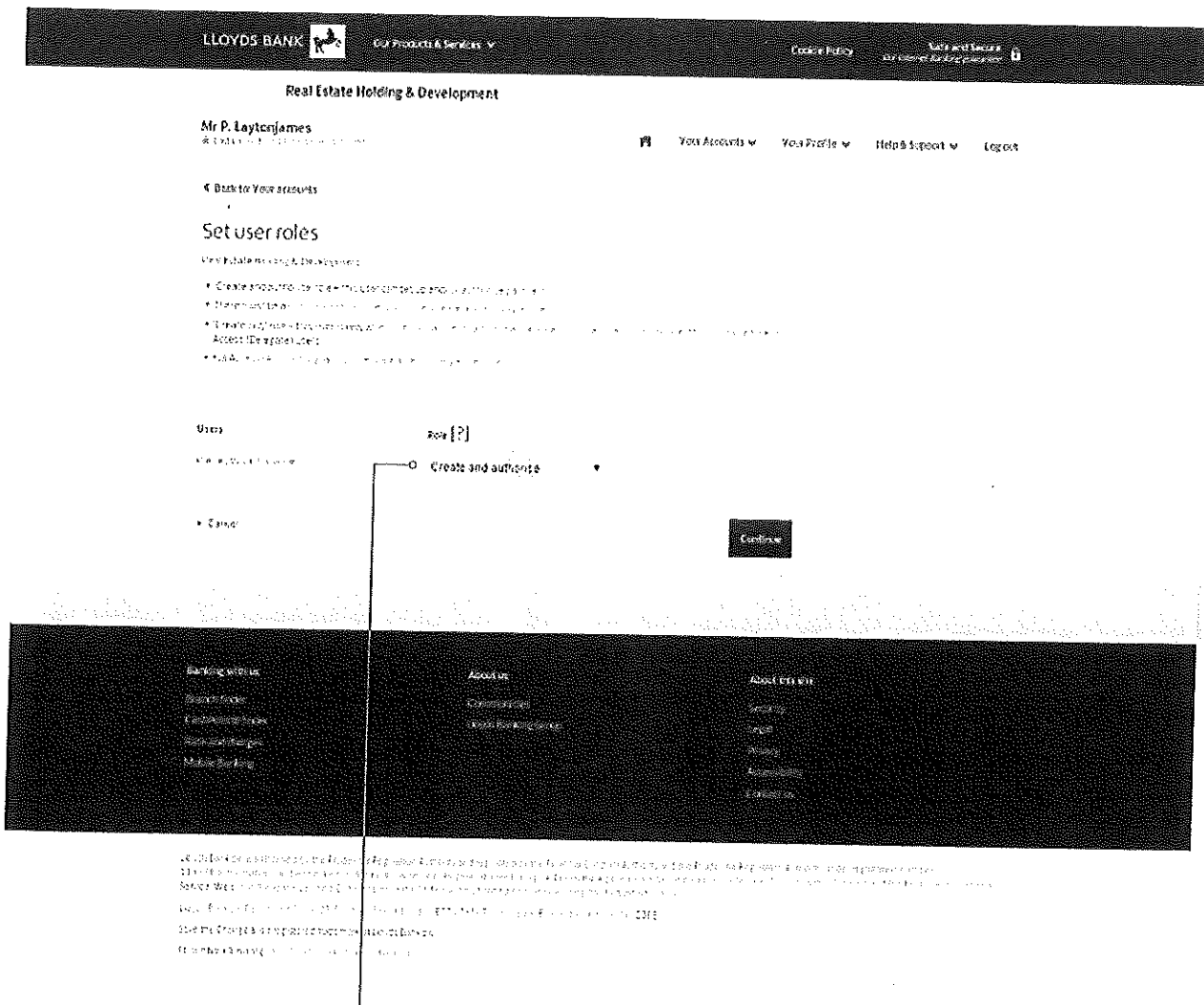


Lloyds Bank is a public limited company incorporated in England and registered with the Financial Conduct Authority and the Prudential Regulation Authority. Lloyds Bank is a member of the Financial Services Compensation Scheme (FSCS) and is authorised by the Prudential Regulation Authority. Lloyds Bank is a member of the Financial Services Compensation Scheme (FSCS) and is authorised by the Prudential Regulation Authority. Lloyds Bank is a member of the Financial Services Compensation Scheme (FSCS) and is authorised by the Prudential Regulation Authority.

# Two or Three to authorise

How to set up multiple user roles.

## 4a. Set user roles.



All users are automatically set to 'create and authorise.'

You can change users to a 'Create only' role so they can set up payments, but not authorise them.

---

## Online Payment Control

### See Online Payment Control Demo

Take a look at our demo to see how Online Payment Control works.

[lloydsbank.com/businessdemo](http://lloydsbank.com/businessdemo)



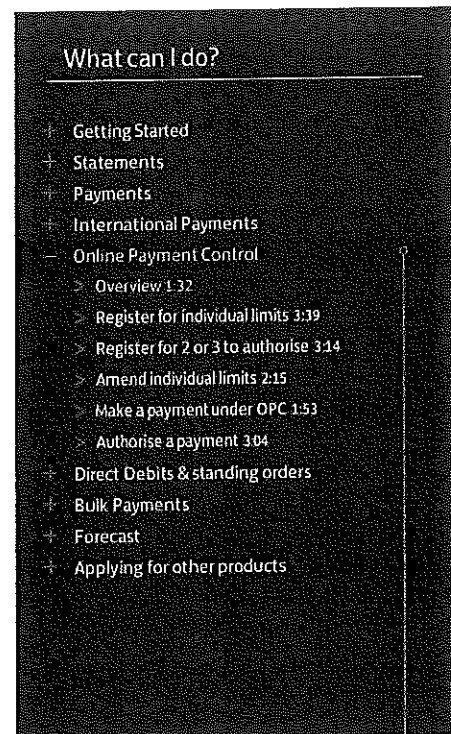
### Online for Business

Welcome to the Online for Business demo

An interactive tool to help you make the most of our Online for Business service.

To find out more click on one of the links in the menu or select the button below to watch them all.

[Play all](#)



Select 'Online Payment Control' under the 'What can I do?' menu, for a demo of how this Online for Business feature works.

To register for Internet Banking, visit [lloydsbank.com/business/register](http://lloydsbank.com/business/register)

## Make the most of being online

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[lloydsbank.com/business/internetbanking](http://lloydsbank.com/business/internetbanking)

Please contact us if you would like this information in an alternative format such as Braille, large print or audio.

If you have a hearing or speech impairment you can use Text Relay (previously Typetalk) or if you would prefer to use a Textphone, please feel free to call us on 0845 601 6909 (lines open 7am–8pm, Mon–Fri and 9am–2pm Sat).

---

### Important information

Calls may be monitored or recorded in case we need to check we have carried out your instructions correctly and to help improve our quality of service.

Lloyds Bank plc. Registered Office:  
25 Gresham Street, London EC2V 7HN.  
Registered in England and Wales no. 2065.  
Telephone: 020 7626 1500. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Lloyds Bank plc is covered by the Financial Services Compensation Scheme and the Financial Ombudsman Service. (Please note that due to the schemes' eligibility criteria not all Lloyds Bank business customers will be covered by these schemes).



**LLOYDS BANK**

BB60616 (11/15)

21 FEB 2019

Broadwalk House Southernhay West Exeter EX1 1UA  
Tel: 01392 207020 Fax: 01392 207019 DX8322 Exeter

**TOZERS**  
Solicitors 

Mark Wells  
Bovey Tracey Town Council  
Town Hall  
Town Hall Place  
Bovey Tracey  
TQ13 9EG

20 February 2019  
Our ref: SSA/B00662-0002/MAC

Direct: 01392 209595  
Secretary: 01392 204518

Dear Mark

### **Council Advice Service**

As you may be aware your advice service retainer expired on 31<sup>st</sup> January and obviously I very much hope that you will want to renew.

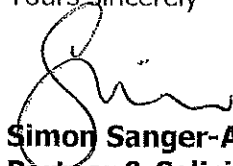
As a thank you for the recommendations you have made to Dawlish and Ashburton Councils, I propose that the fee reduces from £1750 to £1250 plus VAT.

On the basis that you will want to renew I enclose our invoice. If you don't want to proceed do let me know and I will cancel the invoice.

The agreement between us remains as set out in the original contract agreement supplemented by Tozers Terms of Engagement which I enclose.

I am confident that you will continue to be delighted with our service. However, if you do have any queries or concerns please let me know immediately.

Yours sincerely



**Simon Sanger-Anderson**  
**Partner & Solicitor**

Email: s.sanger-anderson@tozers.co.uk

Members of Law  
Society Panels for  
Children  
Family Law  
Clinical Negligence

**Lexcel**  
Legal Practice Quality Mark

 **Conveyancing  
Quality**

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Offices in Exeter, Teignmouth and Newton Abbot.

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Persons referred to as partners in the LLP are members of it and a list of the members is available for inspection at the principal place of business.  
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