



Kingsteignton Town Council

Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 S.100 unless precluded by the Town Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting providing that prior notice has been given to the Town Clerk.

Members of the public are invited to ask a question or make an observation to the Chairman. Notice should be given to the Clerk prior to the meeting if there is an issue. Twenty minutes has been set aside for questions at the start of the meeting. Residents are welcome to stay and observe the rest of the meeting.

25 February 2021

To Members of Kingsteignton Town Council

You are hereby summoned under the Local Government Act 1972 Sch.12s.10 to attend the Full Council meeting of Kingsteignton Town Council **via Zoom** on **Wednesday 3 March 2021** at **7.00 p.m.** for the purpose of transacting the following business.

Carol Lakin

Town Clerk

FULL COUNCIL MEMBERS:

Mayor: Councillor D Rollason

Deputy Mayor: Councillor B Austen

Councillors: R Bovey, A Brotherton, T Dempster, K Jones, A Khan, I Laws, R Peart, S Plummer, D Ripping, J Scagell, B Thorne,

Carol Lakin is inviting you to a scheduled Zoom meeting.

Topic: Full Council Meeting followed by Works, Services and Planning meeting

Time: March 3, 2021 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/87850706331?pwd=MDRZc1haTU1idzlsa2RNSWdDSWJZUT09>

Meeting ID: 878 5070 6331

Passcode: 721430

Town Clerk, Mrs Carol Lakin, **Kingsteignton Town Council**, Council Office, Community Hall, Rydon Road, Kingsteignton, TQ12 3LP

Tel: 01626 364089 Email: clerk@kingsteignton.gov.uk Web: www.kingsteignton.gov.uk

Kingsteignton Town Council has declared a 'Climate Emergency'

Mayor's Charity 2020/2021 #DoltForDeaks

AGENDA

Council not in formal session

- **Police Report**
- **Public Participation** - in accordance with Standing Order no: 3e the Mayor will invite members of the public present to ask questions or make statements.
- **County Councillor Ron Peart's Report** – to receive report from our Devon County Councillor.
- **District Councillors Reports: Cllr B Austen, Cllr R Peart, Cllr B Thorne, Cllr D Rollason** - to receive reports from our Teignbridge District Councillors.

Council in formal session

VM31/2021 To receive apologies for absence and consider if the reason for the absence should be formally approved by the council – Members are reminded that they have a duty to notify the Town Clerk that they will be absent from a Town Council meeting.

VM32/2021 To receive any declarations of interest and consider requests for **Dispensation(s)** - to declare any disclosable interests relating to the forthcoming items of business (if any)

VM33/2021 To receive the Mayor's Report.

VM34/2021 To receive and approve the minutes of the Full Council meeting held on 3 February 2021.

VM35/2021 To receive the Clerk's Report - to follow

VM36/2021 To receive the Minutes of the following Committees:

- *Finance Committee* - 10 February 2021 – Cllr Dempster - to follow
- *Community Hall/Recreation Committee* – 17 February 2021 - Cllr Scagell
- *Works, Services & Planning Committee* – 3 & 17 February 2021 – Cllr Peart
- *Working Party Meeting re: Air Quality* – 24 February 2021 – Cllr Rollason – to follow

VM37/2021 Representative Reports – Brief update

Ball Clay Heritage

CAB

Climate Emergency

Devon Association of Local Councils

Feoffees

Friends of Kingsteignton Library

Cllr Thorne

Cllr Peart

Cllrs Khan

Mrs C Lakin

Cllr Peart

Cllr Dempster



Kingsteignton Town Council

Hackney Marshes	Cllr Brotherton
Kingsteignton School	Cllr Scagell
Kingsteignton Youth Centre	Cllr Austen
Outdoor Bowling Club	Cllr Peart
Oakford Lawn (Kingsteignton Village Trust)	Cllr Jones
PCC	Cllr Thorne
Parish Tree Warden	Cllr Austen, Lawes, Thorne
Ram Roast Fair	Cllr Dempster
Rydon Primary School	Cllr Ripping
St Michaels Primary School	Cllr Peart
Sibelco	Cllr Peart
Stover Canal Trust	Cllr Ripping
Swimming Pool Association	Cllr Scagell
Teign Estuary & Coastal Partnership	Cllr Dempster
Teign School	Cllr Peart
Teignbridge Association of Local Councils	Cllr Plummer
Teignbridge Cycling Forum	Cllr R Bovey
Twinning Association	Cllr Peart
Viridor	Cllr Thorne
KingsCare	Cllr Rollason
The Old Rydon	Cllr Peart
Newton COVID 19	Cllr Rollason

VM38/2021 To consider payments from Precept Funds when received to:

- Kingsteignton Youth Centre – 2020 £14,000
- Kingsteignton Swimming Pool – 2020 £14,000

VM39/2021 To approve the following policies in line with Audit regulations and agree whether review should be annually or bi-annually.

- **Code of Conduct**
- **Equality and Diversity Policy**
- **Safeguarding Policy**
- **Training and Development Policy**
- **Work Related Stress Policy**
- **Anti-Fraud and Corruption Policy**
- **Annual Investment Policy**
- **Internal Control Policy**
- **Data Protection Policy**
- **Breach Notification Policy**
- **CCTV Policy Statement**
- **GDPR Privacy Notice Policy**
- **Grievance Policy**
- **Investment Strategy**

VM40/2021 Update on CCTV from Newton Abbot Security Trust re: their policies and how the CCTV has been used – please refer to the information provided on separate page attached to this agenda.

VM41/2021 Code of Conduct Review – Cllr Rollason to report – please refer to the information provided on separate page attached to this agenda.

VM42/2021 To consider approval of the Ellis Whittam Contract providing HR and Health and Safety advice for the council – please refer to the information provided on separate page attached to this agenda.

VM43/2021 To discuss what councillors would like to receive from the Police Report |
- Cllr Thorne.

Commented [CL1]:

VM44/2021 Correspondence

Next Meeting: 7 April 2021



Kingsteignton Town Council

VM40/2021 Update on CCTV from Newton Abbot Security Trust re: their policies and how the CCTV has been used.

Good morning

As per my telephone call the answer to both questions is yes. Questions were:

- Do your Policies and Risk Assessments extend out of Newton Abbot town centre and will they cover Kingsteignton?
- Can you please clarify if the fee of £2000 is an admin fee or if it enables Kingsteignton Town Council to become a member, as detailed, in your documents.

If you would like to give me a dedicated user email, I can put you on to our DISC system. This is for only one person to view as the information is sensitive and governed by data protection rules.

In addition, we would invite a member to attend our meetings so they can be a part of NAST.

Also, I can confirm that the CCTV has been very useful. We have done a number of jobs with it, the main ones are:

- an assault at next for CID
- a road collision for the Police
- £250 goods recovered from a Shoplifter at Boots.

There have been lots of smaller type incidents, so all in all a very useful tool.

VM41/2021 Code of Conduct Review – Cllr Rollason to report – information attached.

You will recall that an issue arose in Kingsteignton Town Council when 7 councillors asked the Clerk to agenda an item on the Full Council meeting that had been determined less than 6 months before. Usually, items can't be discussed again, before 6 months has elapsed, unless 7 councillors requested it.

On this occasion I was one of those requesting it and, also, I was a Trustee of the Charity it concerned. It was determined as a Trustee I could not place items on the agenda in these circumstances even though there was no pecuniary interest. It then seemed that it was questionable if Trustees could ever ask to have items placed on agendas concerning their organisation. We agreed that when the Code of Conduct was reviewed this could be clarified. I am hoping we can do this now, as I think this still, remains a grey area for some councillors.

VM42/2021 To consider approval of the Ellis Whittam Contract providing HR and Health and Safety advice for the council – information attached.

I am pleased to confirm that after completing a full review of your account we are happy to hold your current fee for a new 5 year term.

I believe this proposal demonstrates our commitment to you as a valued client and I hope you would like to take advantage of this proposal.

Professional Fees:

Services:	Employment Law, HR and Health & Safety Support
Current annual fee:	£2,050.00 per annum + VAT current 5 year agreement
Our new renewal proposal:	£2,050.00 per annum + VAT NEW 5 year agreement
Current renewal date:	5th April 2021

** both costs are excluding the OPTIONAL legal expenses insurance which is charged separately at £11.10 for Employment Law and £4.44 for Health & Safety per employee per annum including IPT (annual declarations are sent out each year to ensure correct invoicing).*

I have also attached formal proposal which details the level of service we wish to continue to provide to Kingsteignton Town Council. (Attached)