



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.

24 February 2022

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 on **Wednesday 2 March 2022 at 7.00 p.m. in the Main Hall at the Community Hall, Rydon Road**, for the purpose of transacting the following business.

Carol Lakin
Town Clerk

Can Councillors please email written reports to the Town Clerk prior to the meeting for circulation to committee members so they can be taken as read at the meeting.

Entrance to the hall will be via the back of the building. There will be no entrance from the front of the building. Toilets to be used will be those of the main hall.

- Circulation of paper documents is suspended
- There will be no drinks provided. Councillors are encouraged to bring their own with them.
- Temperatures will be taken as members enter the hall
- Masks must be always worn unless you are talking
- Hand sanitiser will be available

FULL COUNCIL MEMBERS:

Mayor: Councillor R Peart

Deputy Mayor: Councillor J Scagell

Councillors: B Austen, T Dempster, M Field, K Jones, S Plummer, D Ripping, J Stacey, B Thorne,

A G E N D A

Council not in formal session

- **Police Report** - requested
- **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 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

- 36/2022** 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.
- 37/2022** 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)
- 38/2022** To receive the Mayor's Report
- 39/2022** To receive and approve the minutes of the Full Council meeting held on 2 February 2022
- 40/2022** To receive and approve the Clerk's Report
- 41/2022** To receive the minutes of the following Committees:
- *Finance Committee – 9 February 2022*– Cllr Thorne
 - *Community Hall/Recreation – 16 February 2022* – Cllr Scagell
 - *Works, Services and Planning – 9 & 16 February 2022* – Cllr Peart
- 42/2022** Representative Reports – Brief up-date (**Reports to be received prior to the meeting in writing please**)

Organisation

Ball Clay Heritage

CAB

Climate Emergency

Devon Association of Local Councils

Representative

Cllr Thorne

Cllr Peart

Cllr Thorne

Mrs C Lakin



Kingsteignton Town Council

Feoffees
Friends of Kingsteignton Library
Hackney Marshes
Kingsteignton School
Kingsteignton Youth Centre
Outdoor Bowling Club
Oakford Lawn (Kingsteignton Village Trust)
PCC
Parish Tree Warden
Ram Roast Fair
Rydon Primary School
St Michaels Primary School
Sibelco
Stover Canal Trust
Swimming Pool Association
Teign Estuary & Coastal Partnership
Teign School
Teignbridge Association of Local Councils
Teignbridge Cycling Forum
The Stover Advisory Board
The Environmental Warden
Twinning Association
Viridor
KingsCare
The Old Rydon
Speed Watch

Cllr Peart
Cllr Dempster
Cllr Field
Cllr Peart
Cllr Austen
Cllr Peart
Cllr Jones
Cllr Thorne
Cllr Austen, Thorne
Cllr Dempster
Cllr Ripping
Cllr Peart
Cllr Peart
Cllr Ripping
Cllr Scagell (report attached)
Cllr Dempster
Cllr Peart
Cllr Plummer
Cllr Dempster
Cllr Thorne
Cllr Thorne
Cllr Peart
Cllr Thorne
Cllr Thorne
Cllr Peart
Cllr Dempster

43/2022 **To review Financial Regulations** – annual review in accordance with Audit regulations. Draft Financial Regulations attached, changes marked in red. Questions raised and answered from Cllr Thorne re: updating regulations.

44/2022 **War Memorial** – up-date from Father Mark Smith – see below.

45/2022 **Restoring Stover Park** - I have received a request from Fergus Pate, TDC and Gary Prescod, Project Officer, (below), Restoring Stover Park (attached) asking if the Town Council would consider making a local contribution towards the improvements at Stover through S106. Mr Pate said that he had reviewed this with Lorraine Montgomery and they are of the view that there is £10,000 available from S106 open space funding from the Vicarage Hill development that could be directed towards this scheme. Bovey Tracey Town Council have also been approached and will be considering the proposal to endorse a £10,000 S106 contribution towards the improvements.

46/2022 **Stover Country Park** - to discuss ways in which diverse Kingsteignton residents will benefit from the Stover Park enhancement project – Cllr Thorne to report

47/2022 Kingsteignton Wildlife – copy of minutes from meeting held on 8 February 2022. Actions:

- To discuss starting with a green space at the Community Hall. There is already a Bug Hotel with opportunities to improve.
- Approval for Hanna Dolling to post on the Kingsteignton Wildlife Facebook page “We’re are looking to enhance our garden at the Community Hall” and asking for ideas
- To discuss and approve the running of a Wildlife Workshop in the Community Hall gardens

48/2022 Entrance Signs to the Town - Cllr Peart to report and ask members to consider postponing this project for the time being.

49/2022 Action to Tackle the Climate Emergency – Email received from Bishopsteignton Parish Council concerning Tackling Climate Emergency and working together – information attached.

50/2022 28/2020 To consider payments from Precept Funds when received for Kingsteignton Youth Centre and Kingsteignton Swimming Pool (amount paid 2021 £14,000 each)

51/2022 Correspondence

Next meeting: Wednesday 6 April 2022

44/2022 War Memorial

Please read email below and click on links for further information.

Email received from Father Smith:

I've had a hunt through my computer records and, unfortunately, all I can find is the email exchange I had with English Heritage regarding the listing of the war memorial and the response from the Diocesan Registry to my request for guidance in dealing with the enquiry. At the time, one of the local church officers suggested I also talk to Len Holland as he was thought to be in the know, as it were, and I think it was probably through him that I came to the conclusion that originally Kingsteignton Parish Council owned the memorial.

On finding this, I have this morning looked at the Imperial War Museum website entries relating to war memorials and, as John indicated at the meeting last night, there is an entry for Kingsteignton War Memorial (<<https://www.iwm.org.uk/memorials/item/memorial/25938>>). This indicates that it was created by public sponsorship and responsibility for the memorial was originally entrusted to the Vicar and Churchwardens of St Michael's Church. This is the first time I've heard of this but I think we can reasonably assume that the Imperial War Museum have got this correct.

In addition, I have noticed that the Diocesan Registry did point out that under the War Memorials (Local Authorities' Powers) Act 1923 and subsequent amendments, local



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authorities are empowered to carry out work to war memorials in their area. This is the case whether the local authority owns them or not. This assertion is also to be found on the War Memorials Trust website at <http://www.warmemorials.org/uploads/publications/120.pdf>.

It looks, then, that you were correct to query the claim that the Town Council owned the memorial. It does seem, though, that the Town Council can undertake work on the memorial on its own authority, subject to meeting the Church of England faculty requirements, though you might want to check with the Town Council's legal advisors that this is so. It looks, as well, that I and the churchwardens can agree work to be undertaken.

Hope that helps.

43/2022 To review Financial Regulations

Following discussions at the Full Council meeting held on 2 February, 2022, when it was agreed to defer the reviewing of the Financial Regulations until the meeting on 2 March, 2022, Cllr Thorne provided the following considerations.

The Financial Regulations have been worked on by myself, Phil Banner and Michelle Lewis-Clarke and we have also referred to the Financial Regulations of Dawlish Town Council.

For information please note that these Regulations are reviewed annually, as required by Audit regulations, and this is always carried out at Full Council. All councillors carry a responsibility to ensure that they are happy with all documents/policies that are brought to committee for review, annually or bi-annually.

This document was reviewed and any amendments made in February 2021, as legally required.

Cllr Thorne made the following considerations and my comments have been placed below the relevant area in blue.

These are the considerations I was working on for the review of the Fin Regs. Only the ones I thought needed looking at are in my list.

Personally this is no mean feat for you to come up with the required paragraphs for the new amended document and there are several which need serious review I would imagine.

I cannot confirm my list is exhaustive but some of my selections of paragraphs to look at are for operational questions as well as purely for Policy under the Financial Regulations.

Since we talked briefly about the Regs being adjusted at the meeting I have been wondering whether you tried to keep the Auditors at bay by saying we had put the Regulations aside during their Financial year and had accepted the procedures we were using – Did they accept any reduction in the gravity of their recommendations as a feature of section 18? Were there problems with the way in which we actually accepted the setting aside the financial regulations? I can see we did no Risk Assessment of the new process and maybe did not make mention of the revised process of 2 members effectively signing everything off and taking responsibility as the only people recorded in the system for those payments? All different now of course which is much better.

I must say that I feel deeply upset and annoyed that you would even think I would inform the Auditors that the Regulations were put to one side during the COVID period. This was not the case at all. If you refer to Kingsteignton Town Council Virtual meeting dated 10 June 2020 under VM58/2020 To discuss and approve Remote Meetings Protocol and Procedures – amendments to Standing Orders this document was adopted. Also in place was a COVID 19 Council Operational Risk Assessment dated 7.7.2020. Payments of invoices etc., were approved by email by two councillors prior to being paid.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS **ANY SPECIAL TERMS IN FORCE DURING THE PROBLEM TIMES FOR AUDIT? IN FORCE NOW? If so did we use this as the excuse for the non standard financial procedures which was the purpose anyway?**

The financial procedures carried out during COVID were not nonstandard, but adhered to as they are now.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax requirement).
- approving accounting statements.
- approving an annual governance statement.
- borrowing.
- writing off bad debts.
- declaring eligibility for the General Power of Competence; and
- **addressing recommendations in any report from the internal or external auditors**
shall be a matter for the **full council** only

Anything to do with the Audit should be dealt with at Full Council.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for **all council bank accounts**. **DAVE ROLLASON REMOVED FROM BANK ACCOUNTS? Of course**
- That the Responsible Finance Officer and Finance Officer are signatories on the bank account for purposes of speaking with bank officials and are **not** permitted to sign any cheques or forms of payment.
- approve any grant or a single commitment in excess of **£5000**; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose. **OK BUT MEANS WE SHOULD SUPPLY COPY PAYSLEIPS IF REQUIRED BY THE AUDITOR – IF HE SHOULD NOT REQUEST THEM WE SHOULD ASK HIM WHAT ASSURANCE WE HAVE THAT ALL DEDUCTIONS HAVE BEEN MADE AND ALL BENEFITS PAID AS PER CONTRACTS AND PAYRISES SUITABLY AUTHORISED AND ACCURATELY INFORMED TO PAYROLL AT TDC.**

The Auditors can be supplied with the copy of the information that is forwarded to us in the Office, on an excel sheet provided by TDC, showing each member of staffs salary information, gross pay, NI contributions, Pension contribution etc., which provides all the information needed apart from the employees bank account details. We have always offered them this and when speaking with Pete Cutting, he has confirmed that this is all the information that they need, that they do not need to see actual payslips, which are not



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available. As already mentioned, information is provided to the Internal Auditor as requested, and this information is no different, but is not the actually pay slip

- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices. SHOULD WE REQUEST THE PAYROLL TO BE CHECKED FOR ASSURANCE THAT ALL DEDUCTIONS ARE PAID OVER – as above?

As discussed at recent meetings, when you have raised this item, the process of an Auditor is he asks for the information he needs, not for us to ask for what is to be checked. As you are aware the Internal Auditor did not ask about salaries at his 6 months visit, but this could very well be brought up at the end of year visit. If it is then he will be shown a copy of the months' salary excel sheet we receive for the month that he requests.

- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors. HOW SOON DOES THIS MEAN – 6 or 8 weeks?

This was received during the Christmas shut down and was dealt with in the New Year. It is brought to council as soon as we have checked through it and answered or researched matters that have arisen. It is the officers who are able to answer the queries that are raised and it has always been the practice that we have looked through this, provided answers to the questions before providing to council. This means that the members can see what has been asked and also see how the officers have responded.

- 3.1. Each committee (if any) shall review its two-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.

We attempted this but most do not have expertise – should we give them the expertise and make use of this to keep them aware of their budgets?

If you consider that your colleagues do not have the expertise to deal with this then this matter should have been brought up years ago and training should have been arranged.

- 3.3. The council shall consider annual budget proposals in relation to the council's two-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly

Getting involved with this – the quarterly budget review now prepared by Phil is excellent and could perhaps benefit with adding the next year or two into the future on the same sheet if just adding a couple more columns and let them run along automatically showing how we have to keep increasing the precept rather than an argument each year?

I will liaise with Phil and see what he thinks.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than the January Full Council meeting to guarantee everything is complete by 15/1/xx with opportunity for an Extraordinary Full Council Meeting before the end of January each year if should ever be required. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget not later than 31/1/xx.

As you may recall that on very few occasions when the Precept has not been approved at the January Full Council meeting, it is normal practice for an Extra Ordinary meeting to be called to approve the Precept so that our request is submitted to TDC within the required time scale. I do not think this needs to be added to the Financial Regulations as it is general practice already.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £10,000 is duly delegated to Committee

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the Mayor or appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.5. In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5000. The Clerk shall report such action to the Mayor or appropriate Chairman as soon as possible and to the council as soon as practicable thereafter. Once a quotation has been agreed by the Council, the Clerk is authorised to order items, proceed with payment, and make judgements on necessary minor adjustments if circumstances change.

Rewrite of this section – depending of what system you wish to use. By taking out the regular payments and handle them separately it would make the scrutiny of invoices and payments in advance of payment manageable I would think. See below. 5.2 needed a rewrite and 5.6 and 5.7 which could assist and allow the old system to continue perhaps in some form.

This section has been re-written by Phil Banner in accordance with how this matter is dealt with.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the Finance Committee. The Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council or Finance Committee. The approved schedule shall be ruled off and initialled by the Mayor or Chairman of the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses, and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.



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5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Finance Committee Meeting. Presumably this is done too Of course this is done, it is general practice to check the accuracy of all invoices and is automatically done by Phil and myself.

5.5. The Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of the Council or Finance Committee, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Council or Finance Committee;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Council or Finance Committee; or
- c) fund transfers within the councils banking arrangements up to the sum of £10000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Council or Finance Committee.

Not sure what this section would be used for?

5.6. For each financial year the Clerk/RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively), Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which the Council or Finance Committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Council or Finance Committee.

This will be done.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made. PERHAPS WE SHOULD MAKE MUCH MORE USE OF THIS IF WE GO BCK TO USING THE COMMITTEE BECAUSE SCRUTINY IS CURRENTLY AFTER THE PAYMENT RATHER THAN BEFORE? BY USING RULE 5.6 THE INVOICE PAYMENTS REQUIRING SCRUTING CAN EASILY BE COVERED IN THE FINANCE MEETING. SEE 6.7 BELOW AS WELL.

It was agreed quite a few years ago that no cheques should be signed at a Committee meeting as there is too much background noise with members arriving for any councillor to concentrate on checking everything thoroughly and sign. This is why it was agreed that all cheques, as it was then, would be signed in the office where the councillor would be able to sit quietly at a desk and concentrate at the job in hand. Until COVID this was continued with invoices being checked and approved by two signatories, in the office. Since COVID this has been carried out by sending copies of invoices by email to three councillors – Cllrs Peart, Thorne and Ripping – and once two councillors have approved the invoices then they are paid.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of the Council or duly delegated committee.???

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question. ????

Not sure why you have put question marks. Cheques are still used on rare occasions and good practice for a bank signatory having a connection by virtue of family or business relationships with the beneficiary of a payment not signing a cheque, or approving a BACS payment.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil. **WHAT TO DO WITH THIS REGULATION?**

This should still remain as cheques are still occasionally used.

6.6. Cheques or orders for payment shall be signed in the Council Offices in the presence of the Town Clerk, Responsible Financial Officer, or the Finance Office. All payments signed shall be reported to the Council or Finance Committee at the next convenient meeting. ???

As mentioned above this was agreed by the council when Financial Regs were reviewed a few years ago and the Regulations amended to this effect.

6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council or Finance Committee at least every two years. **USEFUL SECTION AND WOULD ALLOW REGULAR PAYMENTS WITH RELATIVE EASE?**

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council or Finance Committee at least every two years. **THIS IS NOT INTERNET BANKING SO WHAT TO DO WITH THIS REGULATION?**

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.???

All payments are sent to three councillors, as detailed above, and when email confirmation is received evidence is attached to invoices and payments made (on two approvals.)



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6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Mayor of the Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council or Finance Committee. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

WHOLE NEW SECTION REQUIRED AND TWO SEPERATE AUTHORISING PEOPLE NEEDED TO ACTUALLY MAKE INTERNET PAYMENT FROM AS SOON AS IT CAN BE PUT IN PLACE

Under GDPR consideration should be given that an envelope should only be given to the Mayor with the necessary information included. There is an envelope in the safe which can be accessed through staff if the need arises to access a computer. If this information is provided to three people there is a greater risk of GDPR being broken. **THIS ENVELOPE MUST BE OPENED IN THE PRESENCE OF TWO OTHER COUNCILLORS.**

6.15. NEEDS CAREFUL ALTERATION Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify several councillors who will be authorised to approve transactions on those accounts. The bank mandate will clearly state the amounts of payments that can be instructed by the use of the Service Administrator **alone, (NONE GOING FORWARD TWO AT LEAST REQUIRED)** or by the Service Administrator with a **stated number of approvals.**

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of **£750** unless authorised by the Council or Finance Committee in writing before any order is placed.

This is adhered to.

7. PAYMENT OF SALARIES - THERE MUST BE A PROCESS OF OVERSIGHT OR INTERNAL AUDIT OVER THIS SECTION AS IT IS HALF THE PRECEPT – NEW INTERNAL AUDIT CAN DO IT TO GIVE ASSURANCE THAT THINGS ARE CORRECT MAYBE FOR AN ADDITIONAL FEE OR SOME OTHER WAY FOR SOME ONGOING REGULAR CHECKING AS NO SUCH CHECKS – HAVE BEEN CARRIED OUT FOR SOME YEARS IT MIGHT SEEM ALTHOUGH SOMETHING MUST BE CHECKED BY SOMEONE AT SOME STAGE?

OF COURSE I HAVE NO INFORMATION ON WHAT GOES ON AS CHECKING OF THIS AREA OF THE FINANCES BUT I WOULD LIKE TO SEE WHAT CHECKING IS DONE TO SATISFY YOURSELVES THAT THE PAYROLL IS ACCURATE AND ACCOUNTED FOR CORRECTLY GOING BACK OVER YEARS GONE BY POSSIBLY AND CERTAINLY GOING FORWARD.

With the information provided by TDC on an excel sheet, Phil Banner is able to check that all payments are correct.

Procedures for the payment of salaries for officers and employees of Kingsteignton Town Council are administered by the Payroll Department at Teignbridge District Council.

7.1. As an employer, the council shall decide to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee. HOW DO WE KNOW THIS IS THE CASE?

This is carried out by TDC and has been so for many years. TDC have all members of staffs relevant codes etc., and have to work in accordance with payroll guidelines. I am concerned, that this has been raised now when TDC have been involved with paying our salaries for longer than I have been Clerk, took over post in 2008, if this is a concern. This document is reviewed annually, and therefore, questions like this should have been raised before.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above. HOW DO WE KNOW THIS?

Same as above

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council. WHAT ARE THE PROCEDURES?

Any changes are always taken to Full Council for discussion and approval.

7.4. Every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know.

b) by the internal auditor.

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have been paid.

7.6. An effective system of personal performance management should be maintained for the Clerk/RFO and all Council employees.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

10.4. A member may not issue an official order or make any contract on behalf of the council.

11. CONTRACTS NOT CHECKED AS NO KNOWLEDGE OF CORRECT CONTRACT PROCEDURE

Any contracts would be taken to Full Council for discussion and approval.



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15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it. WHAT WOULD THE RECORD LOOK LIKE – A SUMMARY SHEET OF THE TYPES OF INSURANCE HELD WITH ASSETS/VALUES AND LIKELY LEVEL OF COVER AGAINST WHICH RISKS – OVER WHAT DATES. SCRUTINY OF ADEQUACY IS VERY IMPORTANT.

This will be maintained by Phil.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee. DO WE HAVE SUCH INSURANCE FOR ALL MENTIONED?

Fidelity guarantee insurance is provided with our Insurance policy and always has been and covers the maximum risk required.

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO or a nominated Councillor shall prepare THIS IS NOT COUNCILLOR RESPONSIBILITY AND MENTION OF THE RISK MANAGEMENT SOFTWARE WHICH MUST BE USED NOW PURCHASED UNLESS PROVEN TO BE USELESS, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually. THIS NEEDS MUCH MORE WORK AS IT IS CLEAR GREATER TRAINING IS NEEDED FOR EFFECTIVE SCRUTINY AND SHOULD NOT BE CREATED BY COUNCILLORS SIMPLY CHECKED – TOO COMPLEX FOR NON PROFESSIONAL PEOPLE.

This needs to be discussed. This has been in the Finance Orders as long as I can remember and has never been picked up in all the yearly reviews that have taken place.

17.2. When considering any new activity, the Clerk/RFO or a nominated Councillor shall (AS ABOVE) prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations if reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up (NOT DONE PREVIOUSLY DURING COVID USES OF THIS FEATURE) and presented in advance to all members of council

Risk Assessment was in place during COVID

SEE USES OF THIS DURING COVID AT BEGINNING OF THE PAPER?

45/2022 Restoring Stover Park

Email received from Fergus Pate:

I have spoken with you both this morning about the prospect of a local contribution towards the improvements at Stover.

Bovey Tracey Town Council are due to consider proposals to endorse a £10,000 S106 contribution towards the improvements next month and it may be that there is potential for Kingsteignton to make a similar decision.

I understand that Gary will write to Carol ASAP today outlining the situation and requesting that Kingsteignton Town Council endorse a local contribution towards the project.

Carol – having reviewed with Lorraine Montgomery, we are of the view that there is S106 open space funding from the Vicarage Hill development that would be capable of being directed towards this scheme.

Please let me know if either of you require anything further. If Kingsteignton do choose to endorse a S106 contribution I will then put in place the necessary financial arrangements at the Teignbridge end.

49/2022 Action to Tackle the Climate Emergency

Dear Fellow Devon Clerks,

As with many local councils across the county Bishopsteignton are taking steps to support the community, in anyway it can, to tackle climate change.

As with many of the challenges we face a working together approach may be our best course of action. To this end please read the following and get in touch if it interests you and your council.

Dear Local Councils

Like many Local Councils, Bishopsteignton Parish Council declared a climate emergency back in 2019 but were then faced with the reality of what that actually meant to the community. Was it just a way to make an empty statement to hit net zero carbon emissions or was it a genuine commitment and catalyst to tackle some big and interesting challenges?

We took this as an opportunity to look at the communities emissions as a whole and target some key areas. Through working with local experts in the Teignbridge District we identified three areas we needed to address; the biggest and arguably the most divisive is mobility. Transport emissions account for a huge proportion within our community. But the answer isn't as simple as drive less, drive differently, move to an EV etc. We need to address mobility in a dynamic and tailored way!

So what does that look like?

At this stage we'd like to find and engage with other communities who are looking at the same issue and hopefully join forces for a better impact!

Mobility can be broken into three main uses cases

- ***Someone who has a daily need to drive, their schedule may be sporadic and they usually carry more than one passenger***
 - ***Low mileage drivers***



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- *High mileage drivers*
 - *Someone who drives less frequently but still has a need for extended mobility, e.g. needs to drive further afield than the local community*
 - *Someone who doesn't go much further than the local community*

There will always be exceptions to these but this I believe this covers the majority of our community drivers and each area can be addressed in a unique way that is cost effective. So here at Bishopsteignton PC we are looking for others who have an interest in addressing these concerns. We have already built a network of industry experts with a range of solutions that can help and we'd like to explore the creation of a blueprint for a more sustainable environment!

Email clerk@bishopsteignton-pc.gov.uk or jon.watson@bishopsteignton-pc.gov.uk to register your interest and let us know what your community are doing.