

# Kingsteignton Town Council

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Mayor's Charity 2018/19  
Kingsteignton Brownies and Girl Guides

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.

## **Please note:**

Under the Openness of Local Government Bodies Regulation 2014, this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

Members of the public are invited to ask a question or make an observation to the Mayor. Notice should be given to the Clerk at least six working days prior to the meeting if there is a particular 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.

27 February 2019

## **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 at the Community Hall on **Wednesday 6 March 2019 at 7.00 p.m.** for the purpose of transacting the following business.

*Carol Lakin*

Town Clerk

## **FULL COUNCIL MEMBERS:**

**Mayor: Councillor R Peart**

**Deputy Mayor: Councillor B Austen**

**Councillors: R Bovey, M Chadwick, T Dempster, J Green, K Jones, S Plummer, D Ripping, D Rollason, J Scagell, B Thorne, G Wickham**

## **A G E N D A**

Town Clerk  
Mrs Carol LAKIN  
Council Offices  
Rydon Road  
Kingsteignton  
Devon TQ12 3LP



## Council not in formal session

### **For Councillors and Members of the Public**

Prior to the commencement of the Full Council meeting, for those who wish to do so, there will be a short period of reflection or prayer given by the appointed Chaplain, to which all are invited.

- **Police Report** – to receive a report from our local Policing Team
- **Presentation – Rebecca Hewitt, TDC and PS John Dingle to talk about Police Matters**
- **Presentation – Mr Graeme Buckman, Viridor**
- **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 D Rollason, Cllr B Thorne, Cllr B Austen, Cllr R Peart** - to receive reports from our Teignbridge District Councillors

## Council in formal session – Part 1

**32/19** 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.

**33/19** 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)

**34/19** To receive the Mayor's Report

**35/19** To receive and approve the minutes of the Full Council meeting held on 6 February, 2019

**36/19** To receive the Clerk's Report and report from Practitioners Conference

**37/19** To receive the Minutes of the following Committees:

- *Community Hall Committee*: 13 February, 2019 – Cllr Jones
- *Recreation/Footpaths/The Fountain Committee*: 13 February, 2019 – Cllr Rollason
- *Finance Committee*: 20 February, 2019 – Cllr Rollason
- *Works, Services & Planning Committee* – 6 & 20 February, 2019 – Cllr Peart
- *Kingsteignton Show* – 14 January and 11 February, 2019 – Cllr Jones

**38/19** Representative Reports – Brief up-date

**Ball Clay Heritage**

CAB

**Devon Association of Local Councils**

Feoffees

**Friends of Kingsteignton Library**

Kingsteignton Youth Centre

**Cllr Thorne**

Cllr Peart

**Mrs C Lakin & Cllr R Peart**

Cllrs Austen & Peart

**Cllrs Peart & Wickham**

Cllr Austen Peart & Rollason

**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 Focus Group**  
Teign School  
**Teignbridge Association of Local Councils**  
Teignbridge Cycling Forum  
**Twinning Association**  
Viridor

**Cllr Wickham**  
Cllr Jones  
**Cllr Thorne**  
Cllr Austen  
**Cllr Dempster**  
vacancy  
**Cllr Chadwick**  
Cllr Peart  
**Cllr Wickham**  
Cllr Scagell  
**Cllr Green**  
Cllr Peart  
**Cllr Wickham**  
Cllr R Bovey  
**Cllr Peart**  
Cllrs Thorne, Wickham, Peart

- 39/19 Kingsteignton Youth Centre** – request for restricted grant – see letter below
- 40/19 Visit to Kingsteignton Youth Centre** – Councillors are invited to visit Kingsteignton Youth Centre on Thursday 28 March, 2019 between 6pm – 7pm
- 41/19 Reuse Credit Scheme – Consultation – DCC** - to discuss – information below
- 42/19 To approve payments from Precept Funds when received to:**
- Kingsteignton Youth Centre - £12,185
  - Kingsteignton Swimming Pool - £12,185
- (Funding approved under Local Government (Miscellaneous Provisions) Act 1976 s.19)
- 43/19 Quote for KingsteigntonTown Council Staffing and Salary Review** - to discuss (Information attached)
- 44/19 Correspondence**
- **Email received from Garry Powell, TDC re: Tesco Bags of Help Centenary Grants** information below.
  - **Email received from TDC re: Planning Café** – information below
  - **SLCC – Procurement and Commercial Training for SLCC** – information below
  - **DALC – Local Council Expo 2019** - information below
  - **British Weights and Measures Association** – copy of letter attached for information

## Part 2

- 45/19 Michelle Lewis-Clarke** to discuss rate of pay

**Next Meeting: 3 April, 2019**

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39/19

Kingsteignton Youth Centre – request for funding – see letter attached

**KINGSTEIGNTON YOUTH CENTRE (KYC)**  
**Charitable Incorporated Organisation (Reg. no. 1171416)**  
KYC Broadway Road Kingsteignton TQ12 3EH

Carol Lakin, Town Clerk  
Kingsteignton Town Council  
Rydon Road  
Kingsteignton  
TQ12 3LP

20/02/2019

Dear Councillors,

I am writing to you on behalf of KYC management committee to ask for additional financial support to enable us to run KYC youth club in the youth centre.

Many Councillors will be familiar with the youth club's history. Since its foundation as a charity exactly 50 years ago Kingsteignton youth club has been a well regarded and important part of our community. It was run successfully by the charity's trustees until 2007 when DCC took over management of the building and all services. The Town Council became the landowner and sole trustee in 2011 and assumed the obligation to ensure that all benefits arising must be used for the benefit of young people.

DCC prematurely ended their 10 year agreement to operate the youth centre in 2014. KYC youth club members asked the Town Council to save their youth club and in response the Council appointed a working party to negotiate settlement terms with DCC before resuming control of the property and re-opening its youth club. The club has been run successfully by the youth centre's management committee since May 1<sup>st</sup> 2015.

In February 2017 the original youth club charity became Kingsteignton Youth Centre, charitable incorporated organisation (reg. CIO no. 1171416) that is run by a board of trustees. Under a Deed of Trust between the CIO and the Town Council the trustees are responsible for maintaining the premises and ensuring the assets are used for the benefit of young people. The council remains the owner of the land and property.

The CIO's primary source of funding is just over £1000 a month raised from the KTC precept. In 2017-18 the monthly running costs of the youth centre including KYC youth club were around £3,200. Services (waste removal and cleaning), utilities, licenses, insurance, maintenance, repairs, safety inspections and unavoidable running costs accounted for over one third of this. The balance is almost entirely spent on employing a qualified and experienced youth leader/centre manager supported by an assistant youth support worker to run KYC youth club.

Grants to help meet running costs such as staffing are very hard to find. We do not qualify for charitable aid from many funders. New projects attract more funding but cannot be carried out without employing staff to lead them.

Income from hiring out rooms is growing as the youth centre becomes better known. In February teachers from the Paignton Academy Personalised Learning service confirmed a six week booking at £150 per week for the remainder of term; they have told us that if this is successful they would wish to use the youth centre next term also.

KYC youth club does not generate profit. Money raised from subs and from selling "tuck" to younger children is invested in equipment and activities.

Youth club staffing and volunteers costs are over £23K pa (plus the cost of DBS checks, external training in child protection, safeguarding, first aid at work.).

Last year a grant was received from DYS- SPACE Devon Ninth Hub to fund our assistant youth worker post and together with a grant of £5000 from the Garfield Weston Foundation we have been able to meet our staffing costs until this time. Grant aid funding for KYC's assistant youth support worker post runs out on 28th February 2019 however, and for this reason we need to ask Councillors for urgent financial assistance.

A grant of £6,450, reserved for funding staffing in KYC youth club, will enable us to continue to employ our assistant youth support worker. The grant would be solely used for this purpose and in the event that the youth club were to close for an unforeseen reason we would return any unspent balance.

The management committee is looking at all options available to reduce costs, including reducing the number of youth club sessions, but at a time when the demand from young people is increasing this is not something we are keen to do.

If KYC youth club were to close after fifty successful years the CIO would be patently failing to meet its charitable purposes and the future of the youth centre building would be precarious.

We recognise that investment in KYC youth club by the Town Council cannot be open ended. We will continue to apply for grants from other sources and work hard to increase revenue from private hire bookings in order to become more sustainable.

This is necessarily a slow process but progress is being made and we would ask Councillors to please continue to support us in our efforts.

Thank you for considering our request,

Yours sincerely

Sue Rollason  
Secretary, KYC Trustees and Management Committee

#### **41/19 Reuse Credit Scheme – Consultation – DCC**

I would like to inform you of a new consultation representing the partner authorities for the *Devon Authorities Strategic Waste Committee* (DASWC);

*Consultation – Review of the Reuse Credit Scheme (RCS)*

The consultation will be open between **25<sup>th</sup> February 2019** and the **5<sup>th</sup> April 2019** (6 weeks).

Summary of the consultation:

The Reuse Credit Scheme (RCS) is a joint funded *Devon Authorities Strategic Waste Committee* (DASWC) initiative which pays a discretionary financial 'credit' of approximately £60/tonne to 14 registered groups for furniture and other items recovered from the domestic waste stream for redistribution.

RCS Groups – by local authority area

<b>Local Authority</b>	<b>RCS Group Name</b>	<b>2017/18 Tonnes</b>	<b>RCS Group - Website</b>
East Devon	RIO	29	<a href="http://www.rioforyou.co.uk/">http://www.rioforyou.co.uk/</a>

Exeter	Turntable	122	<a href="http://www.turntable.org.uk/">http://www.turntable.org.uk/</a>
Mid Devon	ReFurnish - Crediton	110	<a href="https://www.refurnish.org.uk/">https://www.refurnish.org.uk/</a>
North Devon	ReFurnish – South Molton	48	<a href="https://www.refurnish.org.uk/">https://www.refurnish.org.uk/</a>
	ReFurnish - Barnstaple	47	<a href="https://www.refurnish.org.uk/">https://www.refurnish.org.uk/</a>
South Hams	ReFurnish – Wrangaton	53	<a href="https://www.refurnish.org.uk/">https://www.refurnish.org.uk/</a>
	ReFurnish – Totnes	133	<a href="https://www.refurnish.org.uk/">https://www.refurnish.org.uk/</a>
	ReFurnish - Dartington	3	<a href="https://www.refurnish.org.uk/">https://www.refurnish.org.uk/</a>
Teignbridge	ReFurnish – Newton Abbot	61	<a href="https://www.refurnish.org.uk/">https://www.refurnish.org.uk/</a>
	ReFurnish - Buckfastleigh	20	<a href="https://www.refurnish.org.uk/">https://www.refurnish.org.uk/</a>
Torridge	ReFurnish - Bideford	30	<a href="https://www.refurnish.org.uk/">https://www.refurnish.org.uk/</a>
West Devon	ReFurnish – Tavistock	74	<a href="https://www.refurnish.org.uk/">https://www.refurnish.org.uk/</a>
	Proper Job	24	<a href="https://www.proper-job.org/">https://www.proper-job.org/</a>
Torbay	MASH	13	<a href="http://www.mashcharity.co.uk/">http://www.mashcharity.co.uk/</a>

Whilst the positive contribution of RCS groups is recognised, partner authorities are increasingly supporting a wider range of community-based reuse activities, at a time when additional obligations are being placed on authorities through National and partner-wide strategies.

This consultation presents three options;

Option 1. (Proposed) – Discontinue the RCS through a phased reduction in allocation.

Option 2. – Continue to fund the RCS, with modifications.

Option 3. – Continue to fund the RCS under current arrangements.

This consultation is open to all and we would welcome your input.

The consultation and Impact Assessment are available at: <https://new.devon.gov.uk/haveyoursay/categories/waste/>

## 44/19 Correspondence

- **Email received from Garry Powell, TDC re: Tesco Bags of Help Centenary Grants**

This year marks 100 Years of Great Value at Tesco. To celebrate our Centenary year, we're pleased to announce two different projects that will benefit local community groups across the UK: Tesco Bags of Help Centenary Grants in England, Scotland and Wales, and Tesco Centenary Fund in Northern Ireland.

## Tesco Bags of Help Centenary Grants

We're holding two special voting rounds of our Bags of Help community project funding scheme across England, Scotland and Wales, called Bags of Help Centenary Grants.

Bags of Help Centenary Grants will provide larger grant amounts of £25,000, £15,000 and £10,000 across regional voting areas. Projects can apply on the Groundwork website. They will be shortlisted by colleague panels then voted on by customers in two rounds across July/August and November/December 2019, our Centenary year.

July/August

In July/August the vote will support Tesco's work on Health. Through our [Health Charity Partnership](#) our ambition is to support all of our colleagues to live healthier lives and help our customers make healthier food choices every time they shop with us. We're also looking to support customers across communities too, so July/August will prioritise projects which deliver health and wellbeing benefits to those living in your area, with a special priority for projects focusing on cancer, heart disease and diabetes.

November/December

The November/December voting round will be open to all community groups supporting projects across our regions, enabling groups to apply for bigger funding.

Apply now

Find out more, nominate a project or apply for a project you're involved with [here](#).

- **Email received from TDC re: Planning Café**

This March Teignbridge Spatial Planning Team will be launching our Planning Cafés.

These are informal briefings for County Councillors, District Councillors, Town/Parish Clerks/Councillors and representatives of Neighbourhood Planning Groups. They are designed to provide information on the Teignbridge Local Plan refresh process that is currently underway. They will also help you to cascade information to your constituents on Local Plan related progress, and on how they can get involved. These are not decision making events, their purpose is to:

- To facilitate an in depth understanding of issues related to the evidence used to support the Local Plan
- Provide a forum for local perspectives on issues that the Local Plan aims to address
- To explore the Local Plan policy choices being developed

You have a choice of 2 Café events to attend. Please note, depending on numbers we may have to limit numbers to a maximum of 2 representatives from Town and Parish Councils and Neighbourhood Planning Groups.

- **9.30am-12.30pm on Wednesday 13<sup>th</sup> March 2019** – Council Chamber, TDC Offices, Newton Abbot
- **10.00am-1.00pm on Friday 15<sup>th</sup> March 2019** - Kenton Victory Hall, Kenton

Once you have decided who will be attending and which café date you prefer, **please email [forwardplanning@teignbridge.gov.uk](mailto:forwardplanning@teignbridge.gov.uk) with the following details for each person attending:**

- **Name(s)**
- **Who they will be representing**
- **Contact email and phone number**

If you have any further questions, please contact the Local Plan Team on 01626-215735 or email [forwardplanning@teignbridge.gov.uk](mailto:forwardplanning@teignbridge.gov.uk)

- **SLCC – Procurement and Commercial Training for SLCC**

St Erme Community Centre, Castle Field, Trispen, Nr Truro TR4 9BD

Friday 5<sup>th</sup> April 2019 at 9:30 to 4:30 pm

Full-day event £85 per delegate

(£100 per delate for non-SLCC members)

9.30am	<b>Registration and tea/coffee on arrival</b>
9:45am	<b>The basics of purchasing and procurement in the Public Sector</b> <ul style="list-style-type: none"> <li>• Governance and role of governance arrangements and links to Council's Financial Rules</li> <li>• Purchasing basics quotations and tenders</li> <li>• Routes to market / Advertising and Contracts Finder</li> <li>• Official Journal of European Union</li> <li>• Open / Restricted / Frameworks / etc</li> <li>• Contract Register / Forward Planning</li> <li>• Key steps and processes</li> <li>• Principles around value for money and accountability</li> </ul>
11.30am	<b>Break</b>
11.45am	<b>The basics – continued</b> <ul style="list-style-type: none"> <li>• Principles around value for money and accountability</li> <li>• Keeping it simple</li> <li>• Understand your spend</li> <li>• Looking elsewhere, research / price comparison</li> </ul>
12.45pm	<b>Lunch – Buffet lunch provided (<i>please advise on booking of any dietary needs/allergies</i>)</b>



1.45pm	<p><b>From specification to contract</b></p> <p><b>Specifications</b></p> <ul style="list-style-type: none"> <li>• Different types of contracts - works / services / supplies</li> <li>• Types of Specifications</li> <li>• Functional Specifications</li> <li>• Technical</li> <li>• Key performance indicators</li> <li>• Definition of terms</li> </ul> <p><b>Evaluations</b></p> <ul style="list-style-type: none"> <li>• What does good look like?</li> <li>• Cost v Quality</li> <li>• Minimum expectation</li> <li>• What's needed at tender stage?</li> <li>• Selection of supplier</li> <li>• Selection of Bid</li> </ul>
3.15pm	Break
3.30pm	<p><b>From specification to contract – continued</b></p> <p><b>Contracts and relationships</b></p> <ul style="list-style-type: none"> <li>• Contract segmentations</li> <li>• Contract variations - Material change</li> <li>• Contract administration</li> <li>• Risk / Issues log</li> <li>• Roles and Responsibilities and escalations</li> <li>• Who's terms and conditions</li> <li>• Know the contract - rights under the contract, can you terminate / renewals / variations, especially key features, end dates, payment terms, liabilities</li> </ul>
4.30pm	End of Training

- **DALC – Local Council Expo 2019**

## LOCAL COUNCIL EXPO 2019

**The major exhibition of products and services for local councils returns.**

NALC and LGRC are staging a major one-day EXPO for the local council sector. This will be one of the largest single gatherings of local councils in 2019. It will provide an opportunity for councillors, clerks and others interested in local councils to see the complete range of products and services that a council might need, all in one place. If you will be looking for a supplier of anything from tractors to IT equipment, or signage to stationery, in the next year or two, this is the ideal place to start. If you need to review your banking or insurance or create a new website, all the major players to be there.

**The LGRC/NALC EXPO offers visitors from the local council sector a unique opportunity to view, find out more**

**about, and engage with suppliers of practically any product or service that a council may require.**

It is hoped there will be between 80 - 100 exhibitors across 6 main themes:

- \* Professional Services \***
- \* Finance Services \***
- \* Council Management and Administration \***
- \* Environment and Street Scene \***
- \* Outdoor Services \***
- \* Events and Promotion \***

There will be a rolling programme of presentations and demonstrations throughout the day. Exhibitors will bring and demonstrate their products so you can see what is available and how things work. There will also be static displays and 'surgeries' covering a range of topics relating to 'Modern Local Councils'.

## EARLY BIRD DISCOUNT TICKETS AVAILABLE

DALC members can get up to a 50% discount on tickets if they book by the 31st March.

Entry to the EXPO is by ticket available to pre-book at a discount of paying with cash on the door. Tickets at the door costs £25 but tickets can be purchased earlier for as little as £12.50 for DALC members.

**Buy your ticket** at <https://www.eventbrite.co.uk/e/lgrcnalc-local-council-expo-tickets-54448856997?aff=erelexpmlt> (*make sure to select the Devon Association Early Bird ticket option*)