



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.

31 August 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 7 September 2022 at 7.00 p.m. in the Mary Hall Suite 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 Mary Hall Suite will be directly into this room. Door to the far left of the Main Door.

- Circulation of paper documents is suspended
- There will be no drinks provided. Councillors are encouraged to bring their own with them.
- Hand sanitiser will be available

FULL COUNCIL MEMBERS:

Mayor: Councillor R Peart

Deputy Mayor: Councillor B Austen

Councillors: I Burrows, T Dempster, M Field, L Goodall, J Gregson, K Jones, D Ripping, J Scagell, J Stacey, B Thorne, A Tillson-Hawke

A G E N D A

Council not in formal session

- **Police Report**
- **Rosanna Wilson – Procurement – 15 minutes**
- **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

- 124/2022** **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.
- 125/2022** **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)
- 126/2022** **Declaration of Acceptance of Office – Mr Lloyd Goodall**
- 127/2022** **To receive the Mayor's Report**
- 128/2022** **To receive and approve the minutes of the Full Council meeting held on 6 July 2022**
- 129/2022** **To receive and approve the Clerk's Report**
- 130/2022** **To receive the minutes of the following Committees:**
- *Finance – 13 July 2022 – Cllr Ripping*
 - *Community Hall/Recreation – 20 July 2022 – Cllr Scagell*
 - *Works, Services and Planning – 6 & 20 July 2022 and 17 August 2022– Cllr Peart*
- 131/2022** **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

Feoffees

Friends of Kingsteignton Library

Hackney Marshes

Representative

Cllr Thorne

Cllr Peart

Cllr Thorne

Mrs C Lakin

Cllr Peart

Cllr Dempster

Cllr Field



Kingsteignton Town Council

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

OTeign School

Teignbridge Cycling Forum

The Stover Advisory Board

Twinning Association

Frank Solutions (Viridor)

KingsCare

The Old Rydon

Speed Watch

Kingsteignton Wild

Cllr Peart

Cllr Austen

Cllr Peart

Cllr Jones

Cllr Thorne/Mrs Lewis-Clarke

Cllr Austen, Thorne

Cllr Dempster

Cllr Ripping

Cllr Peart

Cllr Peart

Cllr Ripping

Cllr Scagell

Cllr Dempster

Cllr Peart

Cllr Dempster minutes attached

Cllr Thorne

Cllr Peart

Cllr Thorne

Cllr Thorne/Scagell

Cllr Peart

Cllr Dempster

Cllrs Field/Thorne

132/2022 To review and approve the following policy, following presentation - Copy attached

- Procurement Policy

133/2022 Clifford Park – Update for information

- The new Play Area has been completed and officially opened. Payment has been made from Viridor Credits, direct to Proludic, with money received from Teignbridge District Council S106 funds and the balance paid from CIL funds.

134/2022 Option to opt out of the SAAA central external auditor appointment arrangements - Information attached. Recommendation from DALC is to not opt out.

135/2022 Civility and Respect Project – To pass a Resolution to sign up to the civility and respect pledge - information and pledge attached

136/2022 Audit Commission – Completion of Audit 2020/2021 Documentation attached

137/2022 War Memorial – Quote for engraving missing names onto the War Memorial and response from St Michaels Church – Parochial Church Council. Father Smith has confirmed that the PCC has agreed to the addition of the names to the War Memorial, but he has to check with the Diocese as to whether a faculty is required before any work can proceed. The cost of the faculty is currently £268, if required, and the PCC would request that the Town Council pay this. Copies of the quotes received from Williams and Trigg attached.

138/2022 Remembrance Parade for information. The Town Council have applied for the Rolling Road Closure for the Remembrance Parade on Sunday 13 November 2022 and await confirmation that this has been approved. We are responsible for ensuring that there are sufficient Marshalls to enforce the temporary road closures and Councillors are asked to assist with this. Mr Turner will be the head Marshall and he will give a briefing on the morning and point Marshalls to where they will need to be positioned. The rest of the Parade is organised by the Royal British Legion.

The Parade will assemble on the road outside the Kingsteignton Royal British Legion Headquarters on Longford Lane and will march off at 9.15 am. The Parade will move into St Michael's Church for the Remembrance Day Service after which everyone will congregate for the laying of the Wreaths at the War Memorial at 11 am and then march back via the top gate into Church Street and back to the British Legion.

Are any Councillors able to volunteer to be Marshalls for the Parade?

139/2022 2022 SLCC National Conference - to approve Mrs Lewis-Clarke and Mr Banner to attend. Cost: £499 for Mrs Lewis-Clarke who is an SLCC member and £599 for Mr P Banner who is a non-member, plus travel expenses.

140/20223 Nominated Charity Trustee for Kingsteignton Youth Centre - to discuss a Nominated Charity Trustee, which should be a Councillor.

141/2022 Nominative Trustee of The Kingsteignton Feoffee Charity - the four year term of office for Cllr Austen as Trustee of The Kingsteignton Feoffee Charity has come to an end. Feoffees have said that they would like the Council to permit the reappointment of Cllr Austen for a further term of office. To discuss and approve

142/2022 To discuss holding Police Coffee Mornings at the hall – Cllr Peart to report

143/2022 Land Transfer from TDC to Kingsteignton Town Council of land at Sandygate Mill and Eagle Farm – An email has been received from Chris Bouchard, TDC, concerning the Asset Transfer Request forms submitted by the Town Council in 2019 – land at Sandygate Mill and Eagle Farm – advising that:

“TDC have appointed a new member of staff, but unfortunately, due to the departure of another member of staff, he has been asked to deal with major projects, including the Future High Street Fund work in Newton Abbot Town Centre. As a consequence resource issues within my team remain as they were before Christmas with the result I am afraid that asset transfer requests are not currently being progressed unless there is a funding issue for a proposed project. I am sorry that this will not be the answer you were hoping to receive. If the Town Council does have a scheme in mind with grant funding approved and the only matter stopping the work being done is the asset transfer process then please let me know”.

I replied to this email asking if Newton Abbot and Kingsteignton Garden Community fell into this project and was told that this does not.

Mr Bouchard asked if the Town Council were looking for external funding towards the cost of providing Allotments and if so, have we applied for this and what is the view of the funders about the asset transfer”

Members are asked how they would like to proceed with this matter?



Kingsteignton Town Council

- 144/2022** To discuss the cancellation of the No: 13 bus service to Kingsteignton, which takes residents to Torbay Hospital and shopping - Cllr Austen has received requests from residents asking if the Town Council would try to help to retain this service, which is due to stop at Newton Abbot and not visit our town.
- 145/2022** Training for Councillors – held by Devon Association of Local Councils all via Zoom
- **Being a Good Councillor 4** - 14 September 2022 7pm-8pm or 11 October, 2022 1pm-2pm or 14 December 2022 7pm-8pm. Cost £18
 - **Being a Good Councillor 3** - 15 September 2022 – 1pm-2pm or 16 November 2022 6pm-7pm. Cost £18
 - **Being a Good Councillor 1** - 21 September 2022 6pm-7pm or 22 November 2022 1pm-2pm. Cost £18
 - **Devon Association of Local Councils AGM and Conference, Exeter Race Course** – 10am-4pm. Cost £35. (Mrs Lewis-Clarke and Mr Banner attending)
 - **Responding to Planning Applications** – 17 October 2022 6pm-8pm. Cost £36
 - **Being a Good Councillor 2** - 19 October 2022 6pm-7pm or 7 December 2022 1pm-2pm. Cost £18
- 146/2022** Correspondence

Next Full Council meeting: Wednesday 5 October 2022

134/2022 Option to opt out of the SAAA central external auditor appointment arrangements - Information attached. Recommendation from DALC is to not opt out.

Option to opt out of the SAAA central external auditor appointment arrangements

Dear Clerk/RFO/Chairman, Kingsteignton Town Council,

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This is communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority**



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