



KINGSTEIGNTON TOWN COUNCIL

29th November 2024

To: Members of Kingsteignton Town Council

You are hereby summoned under the Local Government Act 1972 Sch12s.10 to attend the Full Council Meeting of Kingsteignton Town Council in the Mary Hall Suite, Community Hall, Rydon Road on **Wednesday 04th December 2024 at 7.00 pm**, for the purpose of transacting the following business.

Rachel Avery FSLCC

Locum Clerk

locumclerk@kingsteignton.gov.uk

Please Note: Any written reports received after the deadline may not be circulated to all councillors prior to the meeting, but will form part of the minutes of the meeting.

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.

AGENDA

Full Council Meeting

Mayor: Councillor R Peart
Deputy Mayor: Councillor J Scagell
Councillors: T Dempster, M Field, J Gregson, K Jones, A Tillson-Hawke, L Goodall, D Ripping, J Gordon, M Eggar, S Danks, B Thorne

Members are reminded of their legal responsibilities when considering planning applications as set out in the planning practice guidance on the government website Gov.Uk. Local authority members are involved in planning matters to represent the interests of the whole community and must maintain an open mind when considering planning applications. Where members make recommendations on planning applications, they must do so in accordance with the local development plan unless material considerations indicate otherwise. Members must only consider material planning considerations, which can include public views where they

Town Clerk, Mrs Michelle Lewis-Clarke, **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 Facebook Kingsteignton Town Council
Kingsteignton Town Council has declared a 'Climate Emergency'.

Mayor's Charity 2024/2025 "Walking Alongside" Kings Care Mental Health Support.

relate to relevant planning matters. Local opposition or support for a proposal is not in itself a ground for refusing or granting planning permission unless it is founded upon valid material planning reasons.

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, for a period not lasting more than 15 minutes
- **County Councillor Report: Cllr R Peart** - to receive report from our Devon County Councillor
- **District Councillors Reports: Cllr R Peart, Cllr B Thorne, Cllr D Rollason, Cllr K Gearon** - to receive reports from our Teignbridge District Councillors

Council in formal session

FC127/2024	Apologies To receive, note and where requested approve and accept any apologies for absence
FC128/2024	To receive any declarations of interest and consider requests for Dispensation(s) <i>– Councillors are invited to declare any personal or prejudicial interest, including the nature and extent of such interest they have in any items to be considered at this meeting. They are also reminded to consider whether in the light of recent activities any items within their Register of Interest should be updated.</i>
FC129/2024	To receive the Mayor’s Report
FC130/2024	To receive and approve the minutes of the following meetings, to be signed by this meeting Chair: <ul style="list-style-type: none"> • Full Council meeting held 06th November 2024 Appendix A • Extra Ordinary Full Council meeting held on 20th November 2024 Appendix B
FC131/2024	To receive and ratify the approved minutes of the following committees: <ul style="list-style-type: none"> • Works, Services & Planning held 06th November 2024 – Cllr Peart Appendix C • Finance held on 09th October 2024 Appendix D
FC132/2024	To receive and note Representative Reports / Brief up-date Any reports received shall be available to read as Appendix E
	1. Stover Canal Trust Cllr. D. Ripping
FC133/2024	Appointment of Proper Officer: To formally approve the appointment of Rachel Avery as Proper Officer for this meeting
FC134/2024	Time Off In Lieu Policy: To review and adopt the policy Appendix F
FC135/2024	Public Toilet Provision: To consider a corporate response to TDC regarding the future provision of public toilets

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FC136/2024	Hire Charges: To review Hire Charges for 2024/25 and approve any amendments Appendix G
FC137/2024	Budget 2025/26: To receive and approve the budget for 2025/26, as recommended by the Finance Committee Appendix H
FC138/2024	Precept 2025/26: To approve the precept for 2025/26, as recommended by the Finance Committee Appendix I
FC139/2024	Next Meeting Date: To note the date of the next Full Council meeting – Wednesday 08 th January 2025
FC140/2024	Part II: To resolve that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information
FC141/2024	Staffing: To receive and note correspondence from a member of staff and to agree any further action Appendix J
FC142/2024	Staffing: To receive the Town Clerk's report regarding staffing and to consider the recommendations therein Appendix K

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**Minutes of the Kingsteignton Town Council Meeting
Held on Wednesday 6th November 2024 at 7:00pm
The Community Hall, Rydon Road, Kingsteignton**

Present:

Mayor: R Peart
 Councillors: J Scagell (Deputy Mayor), M Field, J Gordon, A Tillson-Hawke,
 B Thorne, M Eggar, S Danks & T Dempster
 Locum Town Clerk: Mrs R Avery (FSLCC)
 Asst to the Clerk/Events Officer: Miss B Hooper

Council not in formal session

Public Participation:

Prayers by Reverend Jessica Ashcroft-Townsley

Jo Rice, Senior Case Worker for Martin Wrigley MP attended the meeting to explain the roles within the MP's Office and how help can be provided. Cllr Peart thanked Jo for attending.

Police Report:

- Report of an out of Force area racially aggravated public order offence, where the victim lives in this area.
- Report received where two school children have been verbally abusive to a member of the public on their way home from school, constituting a public order offence. Currently under investigation.
- There has been a series of burglaries across South Devon, where entry has been gained to homes overnight and keys stolen to motor vehicles. There have been two confirmed thefts of motor vehicles in Kingsteignton this month, and another two attempts. This is actively under investigation by CID and have arrested three individuals involved with this. Residents are urged to ensure their properties are secure and keys are not left on display. Further report of youths attacking another youth on the way home from school. Currently under investigation.
- A further report of burglary was reported, where a rear door was broken and entry gained, with money stolen from a purse. Currently under investigation.
- A report was received from Border Force for someone from Kingsteignton attempting to import controlled drugs. The drugs were seized and destroyed by Border Force.
- Two offences of drugs possession were identified by Officers. Two public order offences were also reported.
- A small amount of graffiti damage was caused to the rear of Kingsteignton Retail Park. Currently under investigation.
- A Police vehicle was damaged, causing a broken wing mirror following an individual throwing an item at a passing Police vehicle. Unfortunately, no suspect was identified.

Current focussed work by PC 7201 Will Heather:

- Work with schools for early safeguarding concerns through the first part of the school year.

- Development surrounding drug supply and the impact on the local community. Any information can be submitted to the Police anonymously through CrimeStoppers.

County Councillor Report:

Cllr R Peart

No report.

District Councillors Report:

Cllr R Peart

No report.

Cllr B Thorne

Changes to scrutiny at TDC

Relevant to Overview and Scrutiny

Currently, I have been very involved at the District Council with the delivery of effective scrutiny through the Overview and Scrutiny Committee along with the various working groups, some referred to as Task and Finish groups and some as Informal meetings of the O and S Committee enabling greater selectivity over the O and S agenda.

The only task and finish group operating previously was the Medium Term Financial Plan Task and Finish group, of which I am the chair. It was looking at the ways the Council could make additional savings or increase income to reduce the expected shortfall in the budget likely in financial year 2026/2027 when the reserves, which are covering the current shortfalls, are exhausted. Following their recently accepted recommendations regarding savings and income increasing suggestions to the Executive the group is now in temporary hiatus.

Now, we have 3 more active T and F groups looking at Planning, Leisure provision and Housing which all will feed conclusions into the MTFP T and F group besides the O and S committee to assist them in making in making further recommendations to the Executive according to the eagerly awaited Council Strategy which is being consulted on currently.

It would seem the alterations to the scrutiny function at the Council which is a recommended design coming from the recognised Centre for Governance and Scrutiny should be of great assistance in improving the depth of understanding of the various selected business areas and lead to even greater creativity and accuracy with the recommendations produced by the groups.

Relevant to Audit Scrutiny

At the last Full Council meeting it has been decided that the Audit Scrutiny Committee will now be the committee that formally approves the various Financial Statements, the Annual Governance Statement and the Council Tax Base with the proviso that any member will be able to actively participate in the process simply by attending the relevant meeting.

Cllr K Gearon

No report received

Cllr D Rollason:

No report received

Council in formal session

FC108/2024 Apologies

To receive, note and where requested approve and accept any apologies for absence.

Resolved: Apologies received and accepted from:

Cllr J Gregson (Annual Leave)
Cllr D Ripping (Personal Reasons)
Cllr K Jones (Personal Reasons)
Cllr L Goodall (Work Commitments)

FC109/2024 To receive any declarations of interest and consider requests or Dispensation(s):

- a) in accordance with Section 31 of the Localism Act 2011 members to declare any Disclosable Pecuniary Interests on this agenda:
- b) Clerk to report any written request for dispensation in respect of items on this agenda, made in advance of the meeting.

None declared.

FC110/2024 To receive the Mayor's Report

No report.

FC111/2024 To receive and approve the minutes of this following meetings, to be signed by this meeting Chair:

Full Council meeting held on 2nd October 2024

Cllr Peart presented the minutes of the meeting held on the 2nd October 2024.

Proposed: Cllr Scagell

Seconded: Cllr Thorne

Resolved: It was unanimously agreed that these both minutes be adopted and signed by the Chair.

FC112/2024 To receive and ratify the approved minutes of the following committees:

Works, Services & Planning held 2nd October 2024 – Cllr Peart

Proposed: Cllr Peart

Seconded: Cllr Field

Resolved: The approved minutes presented above were ratified.

FC113/2024 To receive and note Representative Reports /Brief update

1. Community Speedwatch – Cllr Tillson-Hawke

This month we have undertaken 4 speedwatch sessions and I have attended the annual Devon and Cornwall Police Community Speedwatch Conference at Westpoint with another volunteer.

95 speeders have been reported to the police, 3 people have been reported as repeat offenders, the highest recorded speed was 48mph in a 30mph limit.

The two areas where speeding is most prevalent is on Strap Lane and on the B3195 Exeter Road.

The conference was an informative morning. Following a welcome message from Alison Hernandez there were talks from representatives from Devon and Somerset Fire Service informing of their new approach to engagement with new and young drivers; a talk from a representative from Devon and Cornwall Mobility regarding engagement with older drivers and their scheme to make older drivers safer on our roads; a session on motorcycle engagement followed by an interactive question and answer plenary.

At the networking lunch we linked up with the new team from Ipplepen. We have arranged to work with them when possible and we have already undertaken one session with a member of their group on Strap Lane.

We still need more volunteers. To look at what is involved, how the scheme operates and how to take part can be found online at communityspeedwatch.org

FC114/2024 Appointment of Proper Officer

To formally approve the appointment of Rachel Avery as Proper Officer for this meeting.

Resolved: All were in favour.

Proposed: Cllr Peart

Seconded: Cllr Thorne

FC115/2024 Public Toilet Provision

To receive the correspondence from TDC regarding the future provision of public toilets and to consider any further action.

Members noted the full consultation is yet to be published by TDC. When full details are available, this matter will be brought back for further consideration.

FC116/2024 Meeting Dates:

To receive and approve the 2025 meeting schedule.

Resolved: Councillors noted the 2025 meeting schedule and noted Officers will provide electronic diary invites for all the meetings.

Proposed: Cllr Eggar

Seconded: Cllr Thorne

FC117/2024 Town Council Events

a. To review the 2023/24 Events Expenditure

Item deferred

b. To approve the 2024/25 Events Budget

Resolved: Councillors reviewed the proposed 2024/25 Events Budget and agreed all figures as detailed in the circulated paper except for that of the Town Crier's Competition which will be set at £1000.

Proposed: Cllr Eggar

Seconded: Cllr Dempster

FC118/2024 DCC Footpath Barrier Removal

To receive the report regarding the removal of a footpath barrier and to consider the recommendations therein.

Resolved: Councillors agreed to the removal of the footpath barrier being undertaken by Devon County Council.

Proposed: Cllr Tillson-Hawke

Seconded: Cllr Danks

FC119/2024 New Bus Shelter Request

To consider the request from a member of the public requesting a new bus shelter at the top of Greenhill Way.

Resolved: Councillors agreed to the request. Officers to undertake work to gain approval from landowner and engage recent company to provide another bus shelter.

Proposed: Cllr Peart

Seconded: Cllr Field

FC120/2024 Facilities Maintenance Officers (FMOs)

To receive the Town Clerk's report regarding the responsibilities FMOs and to consider the recommendations therein.

Resolved: The report was received and the recommendations approved therein. Further details of the process of recording will be provided by the Town Clerk at the Extra Ordinary meeting on 20th November 2024.

Proposed: Cllr Peart

Seconded: Cllr Thorne

FC121/2024 Teignbridge Archaeological Society

To receive and note correspondence.

Resolved: Members noted the details of the new society and agreed for a piece to be placed within

the next Town Council newsletter to help with promotion.

Proposed: Cllr Eggar
Seconded: Cllr Tillson-Hawke

FC122/2024 Next Meeting Date:

To note the date of the next Full Council meeting – Wednesday 4th December 2024.

FC123/2024 Part II

To resolve that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information

Resolved: Members unanimously agreed to move into Part II.
Proposed: Cllr Peart
Seconded: Cllr Thorne

FC124/2024 Legal

To receive the Town Clerk's report regarding a lease and to consider recommendations therein.

Resolved: The report was received and the recommendations approved therein.
Proposed: Cllr Field
Seconded: Cllr Tillson-Hawke

FC125/2024 Legal

To receive the Town Clerk's report regarding a play area and to note the contents.

Members noted the contents of the report supplied and the elements pertaining to duty within it.

FC126/2024 Staffing

To receive the Town Clerk's report regarding staffing and to consider the recommendations therein.

Resolved: To pay the locum rate at 8 hours per week as required and to hold an Extra Ordinary meeting on Wednesday 20th November at 1pm to resolve further recommendations.
Proposed: Cllr Peart
Seconded: Cllr Tillson-Hawke

Meeting closed at 8:52pm.

Signed:

Dated:



**Minutes of the Extra Ordinary Full Council Meeting
Held on Wednesday 20th November 2024 at 1pm
Community Hall, Rydon Road, Kingsteignton**

Present:

Chair: Cllr R Peart (Mayor)
Councillors: Cllrs B Thorne, M Field and D Ripping
Locum Town Clerk: Rachel Avery

Public Participation

There were no members of the public present.

EO10/2024 Apologies

Resolved: Apologies received and accepted from
Cllr Goodall (Work Commitments)
Cllr Tillson-Hawke (Work Commitments)
Cllr Eggar (Work Commitments)
Cllr Scagell (Work Commitments)
Cllr Gordon (Previous Existing Commitment)
Cllr Gregson (Work Commitments)
Cllr Jones (Personal Reasons)

EO11/2024 Declarations of Interest

There were no declarations of interest.

EO12/2024 Part II

Resolved: Under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information.

Proposed: Cllr Peart
Seconded: Cllr Thorne

EO12/2024 Office Staffing

Resolved: To note the contents of the Town Clerk's report regarding office staffing and to



KINGSTEIGNTON TOWN COUNCIL

approve the recommendations therein.
Proposed: Cllr Thorne
Seconded: Cllr Peart

E013/2024 Maintenance Staffing

Resolved: To note the contents of the Town Clerk’s report regarding maintenance staffing and to approve the recommendations therein.
Proposed: Cllr Thorne
Seconded: Cllr Peart

Meeting Closed at 2.32pm

Signed:

Dated:



**Minutes of the Works, Services and Planning Committee
Held on Wednesday 6th November 2024 at 8:38pm
The Community Hall, Rydon Road, Kingsteignton**

Present:

Chair: Cllr R Peart (Mayor)
Councillors: Cllrs A Tillson-Hawke, M Field, T Dempster & B Thorne
Assistant to Clerk/Events Officer: Miss B Hooper

Apologies: Cllrs D Ripping, L Goodall, J Gregson & K Jones

WSP86/2024 Accept apologies received by the Clerk

Resolved: Apologies were received and accepted from:
Cllr Ripping (Personal Reasons)
Cllr Goodall (Work Commitments)
Cllr Gregson (Annual Leave)
Cllr Jones (Personal Reasons)

WSP87/2024 Declarations of Interest

None.

WSP88/2024 Draft Minutes

To receive and approve the minutes of the meetings held on 16th October 2024.

Resolved: The minutes of the meeting held on 16th October 2024 were unanimously approved and signed by Cllr Peart.

Proposed: Cllr Field

Seconded: Cllr Dempster

WSP89/2024 Planning Applications

To give observations.



KINGSTEIGNTON TOWN COUNCIL

Week ending 11th October 2024

PARISH: Kingsteignton
WARD: West
APPLICATION REF: 24/01644/HOU
LOCATION: 166 Exeter Road, Kingsteignton, TQ12 3NG
PROPOSAL: Removal of existing front and rear extensions, removal of outbuildings, construction of new front and rear extensions, side garage extension and altered entrance

Comments: No objection.

Proposed: Cllr Field
Seconded: Cllr Tillson-Hawke

Applications withdrawn during this week:

PARISH: Kingsteignton
WARD: West
APPLICATION REF: 23/01392/FUL
LOCATION: Land Between No 2 And Roman House, Sandygate, Kingsteignton
PROPOSAL: Change of use and conversion and extension of barn to provide a single dwelling including integral garage

Comments: Withdrawal of application noted.

PARISH: Kingsteignton
WARD: West
APPLICATION REF: 23/01393/FUL
LOCATION: Land Between No 2 And Roman House, Sandygate, Kingsteignton
PROPOSAL: Change of use and conversion and extension of barn to provide a single dwelling including integral garage

Comments: Withdrawal of application noted.

Week ending 18th October 2024

None received.

Week ending 25th October 2024

PARISH: Kingsteignton
WARD: West
APPLICATION REF: 24/01585/OUT
LOCATION: 14 Margaret Road, Kingsteignton, TQ12 3LL
PROPOSAL: Proposed dwelling and garage self build/custom build

Comments: Objection on grounds of insufficient detail being available on plans submitted so far.

Proposed: Cllr Field
Seconded: Cllr Tillson-Hawke

PARISH: Kingsteignton
WARD: East
APPLICATION REF: 24/01688/TPO
LOCATION: 40 Orchid Vale, Kingsteignton, TQ12 3YS
PROPOSAL: G1 - Row of Mature Oak Trees - (between road edge & boundary fence) - Crown lift secondary & sub lateral branch growth only, to provide a clearance of approximately x5.6 metres between ground level and foliage tips, to achieve the desired vertical clearance above the car parking area. Pruning cuts shall not exceed 40mm in diameter. The lower branches of G1 are hanging very low over the car parking area, making parking cars & work vehicles difficult. Crown lifting the lower secondary branches will prevent damage to both vehicles & to the trees.

T002 - Mature Oak Tree -(growing towards & close to the rear of 3, Kings Coombe Drive) Prune back secondary branch growth only by removing approximately x2.0 metres from branch tips back to the parent branch & suitable growth points to achieve an adequate clearance from the building. Is growing very close to the property & over the rear garden area causing excessive shading into the property & rear garden area. The proposed works will improve light levels.

T003- Mature Oak Tree - Primary lateral branch growing towards/over the garden of No 38 - Reduce back by removing approximately x3.0 metres from branch tips points while retaining the main framework & shape of the crown & therefore a high portion of the foliage bearing structure. Pruning cuts shall not exceed x50mm in diameter. All pruning cuts to be made at suitable growth points. Has a long lateral branch growing over the garden area of No 38 Orchard Vale causing excessive shading. The proposed works will improve light levels over the garden area.

Comments: No objection subject to approval by Teignbridge District Council's Arboriculturist.



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Proposed: Cllr Thorne
Seconded: Cllr Tillson-Hawke

WSP90/2024 **Correspondence**

None.

The meeting closed at 8:50pm.

Next meeting: Wednesday 20th November 2024

Signed:

Dated:

**KINGSTEIGNTON TOWN COUNCIL
FINANCE MINUTES**

**Minutes of the Finance Committee Meeting held on Wednesday 9th October 2024 at 19:00 hrs
At The Community Hall, Rydon Road, Kingsteignton**

Present:

Vice Chair: Cllr M Field

Councillors: Cllr M Eggar

Councillors: Ex Officio: R Peart

In Attendance: Responsible Finance Officer Mr Phil Banner

**F43/2024 To receive apologies for absence
Cllr D Ripping(Holiday), Cllr J Scagell (Work commitments), Cllrs B Thorne and S Danks (Illness)**

**F44/2024 To receive any Declarations of Interest
None**

F45/2024 To discuss and approve Minutes

Resolved that :The minutes of the meeting held on Wednesday 11th September 2024 be approved and signed off.

Proposed: Cllr R Peart

Seconded: Cllr M Eggar

Unanimous.

F46/2024 Discuss and approve Receipts and payments and Bank reconciliation for the months of July and August 2024.

A query was raised concerning alcoholic drinks provided at the Town Crier Competition and Mr Phil Banner gave more information on this.

Resolved that: Figures for the two months and Bank reconciliation be approved.

Proposed; Cllr M Eggar

Seconded: Cllr R Peart

Unanimous

F47/2024 Review of budget versus actual figures for the 6 months to 30th September 2024

Mr Phil Banner went through the figures explaining that, although we appeared to have overspent, this is entirely due to a lot of expenditure occurring at the start of the year rather than evenly throughout the year.



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Resolved that: The figures are in line with expectations and be accepted.

**Proposed: Cllr M Field
Seconded: Cllr M Eggar
Unanimous**

F48/2024 Update re Gas contract

Mr Phil Banner advised that, following the Finance meeting last month when he was advised to agree the most favourable contract for the Council and then update it at this meeting, a new gas contract had been entered into. The new agreement was fixed for three years with an anticipated cost increase of c 60% or about £1,500 pa.

F49/2024 Discussions re possible land purchase

Mr Phil Banner advised that we currently have £150,000 allocated to fund land acquisition for Allotment purposes.

After discussion it was:

Resolved that: Mr Phil Banner speak with Mark Wells Clerk at Bovey Tracey Town Council for his experience in the matter of land purchase including the possible use of Community Infrastructure Levy and also with Teignbridge District Council as to availability of suitable land.

**Proposed: Cllr R Peart
Seconded: Cllr M Field**

F50/2024 Correspondence etc.

None

The meeting closed at 19.42

Next meeting: Wednesday 13 November 2024 commencing 19.00 hrs

Signed:..... Dated:.....

Cllr D Ripping



KINGSTEIGNTON
TOWN COUNCIL





Councillor/Officer Briefing Report

Name:	Cllr Dave Ripping	Date of Report:	28 Nov 24
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Report of:	Town Councillor		
For meeting of:	Full Council	Date of Meeting:	4 Dec 24
Business area reporting on:	Stover Canal Trust		

Please use a new form for each business area in order that agenda items can be clearly labelled.

Salient Background for noting:
<i>Please use the free text box directly below to detail your report (the box can be increased in size by just pressing the return/enter key or by you copying/pasting information into it).</i>
<p>On Tuesday 26th November, I attended a meeting of the Stover Canal Trust. The main focus of the meeting was, as expected, the flooding that occurred after the heavy rain over the previous weekend.</p> <p>The amount of water sent down the River Teign created such pressure that the railway embankment was breached. This caused a flood of water to wash away the opposite bank of the Stover Canal. There is no longer any footpath for at least 60 yards on either side of the canal. Notices are in place to advise walkers and cyclists at each end of the routes from Newton Abbot to the Old Exeter Road.</p> <p>Until the water subsides, neither the Canal Trust or Network Rail will be able to assess the full extent of the damage. It is anticipated that the paths will not be open for a long period.</p>

Items for:	Choose an item.
<i>Please number the items for discussion/decision – if there are none, please leave this section blank.</i>	

Please submit this your report on this form to the Town Clerk, no later than 7 days before the meeting date, thank you.



Time Off In Lieu Policy (TOIL) Policy¹

1. Purpose of this policy and procedure

Kingsteignton Town Council (the Council) recognises that the nature of some roles means that employees may be expected to work such hours as are necessary to complete their work. This sometimes means that working hours may include early mornings, evenings, nights, and weekends. However, the Council also has a duty to protect the health and safety of all employees by ensuring that they do not work too many hours and that they are recompensed if it is necessary for them to work extra hours.

The aim of this policy is to set out the circumstances in which it is appropriate for Overtime/TOIL to be granted and to explain how the policy works. By setting out clear guidelines we aim to ensure that the provisions for are administered equitably.

If there is a dispute between your contract and this policy (i.e. where the terms in your contract are more generous than this policy) then your contract will be honoured.

2. When am I eligible to receive TOIL?

Should you be required to work hours in excess of your normal contractual working hours, you may be eligible to claim TOIL. Please note that should you not work extra hours without having first agreed this with your manager, you may not be eligible to be paid for overtime or to receive TOIL.

Travel time to a location outside of normal working hours will accrue TOIL. Any travel undertaken within working hours is normal working time.

3. Who is responsible for recording my TOIL?

If you need to work more than your contractual hours, you should inform your manager at least two days before the date concerned and get their approval to do the additional hours. The extra hours worked must be recorded. You are expected to manage the amount of overtime worked in cooperation with your manager.

4. When can I take my TOIL?

The Council generally expect staff to receive TOIL than receive overtime payment, and any payment must be agreed in advance with your manager. As a rule, TOIL should be taken at a time that does not cause undue problems for the smooth running of the Council. You should plan appropriately and must gain agreement from your manager prior to taking your TOIL.

¹ This is a non-contractual policy and will be reviewed annually

Managers are expected to allow you as much flexibility as they can under this policy. However, it will not always be possible to allow you to take the time off when you have requested it.

5. How much TOIL can I accrue?

Under normal circumstances, no more than 20 hours of TOIL can be accrued at any one time (this may be pro-rata for part time employees). Where you routinely work additional hours, it is your manager's responsibility to discuss the situation with you and ensure your workload is manageable in the time allowed.

6. Is there a time limit within which my TOIL must be taken?

TOIL should be taken as soon as possible and within 3 months of accrual. It is acknowledged that occasionally it may be impossible to take the agreed time off immediately. If this is the case you should agree when you will take it, instead, with your manager.

7. TOIL accrued outside of normal working hours

You will not normally be expected to work overtime. If at any time your manager authorises you to work in excess of your contracted hours per week then we will try to give you time off in lieu. If this is not possible the extra hours worked may be paid at your basic hourly rate (minimum 30 minutes). This will be considered on a case-by-case basis.

HALL HIRE CHARGES – as of 1st NOVEMBER 2023

Main Hall

Main Hall 9 am – 6 pm

£8.50 per hour

Main Hall 6pm – 11pm

£11.50 per hour

Mary Hall Suite

MHS 9 am – 6 pm

£7.00 per hour

MHS 6pm – 11pm

£9.00 per hour

Portakabin

Anytime

£7.00 per hour

Kitchen

6 am – 12 noon

£13.00 per session

12 noon – 6 pm

£13.00 per session

6 pm – 11 pm

£13.00 per session

Double rates apply to Businesses for hall hire and kitchen

Weekend Booking Slots/Charges for Parties

9.00am – 6.00pm

£13.00 per hour

Use of the kitchen

£13.00 per session

Morning 10 am – 1pm Afternoon 2.30pm – 5.30pm

Please note that the above times only apply to party bookings, this is done to enable us to accommodate 2 parties a day rather than just 1, however, should your requirements be for a longer duration then please discuss with the office staff for availability.

Weekend Bookings (other than for children's parties)

Please call our office for any booking hall requirements for our venue

Tel: 01626 364089

E-mail: office@kingsteignton.gov.uk

Kingsteignton Town Council

Council Offices, Community Hall, Rydon Road, Kingsteignton. TQ12 3LP

**KINGSTEIGNTON TOWN COUNCIL
FINANCE MINUTES**

**Minutes of the Finance Committee Meeting held on Wednesday 13th November 2024 at 19:00 hrs
At The Community Hall, Rydon Road, Kingsteignton**

Present:

Chair: Cllr D Ripping

Vice Chair: Cllr M Field

Councillors: Cllr B Thorne, Cllr M Eggar, Cllr S Danks

Councillors: Ex Officio: R Peart

In Attendance: Responsible Finance Officer Mr Phil Banner

**F51/2024 To receive apologies for absence
Cllr J Scagell (Illness), Cllr T Dempster (Work commitments)**

**F52/2024 To receive any Declarations of Interest
None**

F53/2024 To discuss and approve Minutes

Resolved that :The minutes of the meeting held on Wednesday 9th October 2024 be approved and signed off.

Proposed: Cllr M Field

Seconded: Cllr M Eggar

Unanimous.

F54/2024 Discuss and approve Receipts and payments and Bank reconciliation for September 2024

Resolved that: Figures for September and Bank reconciliation be approved.

Proposed; Cllr M Field

Seconded: Cllr B Thorne

Unanimous

F55/2024 Discuss and consider draft budget figures prepared for the Financial year ended 31st March 2026, including level of precept and grant funding to be made

Mr Phil Banner went through all of the figures advising of actual expenditure for the 6 months to 30 September 2024, anticipated further expenditure for the year and estimates then used for the Year to 31st March 2026.

Mr Phil Banner advised that he felt £2,000 of expenditure could be moved from motor vehicle costs, which he now considered to be too high, to legal and professional fees which needed to include provision with regard to the retainer agreed for Tozers Solicitors.



KINGSTEIGNTON TOWN COUNCIL

A vote then took place proposing approval of the budget with a 5% increase in precept. This received 3 votes in favour and was therefore defeated. A second vote proposing approval of the budget with a 4% increase in precept was then made.

Resolved that:

- 1) The budget be approved
- 2) The precept for 2024/25 be set at £401,408

Proposed: Cllr D Ripping

Seconded: Cllr R Peart

With Cllr M Eggar was also in favour, Cllr D Ripping cast his deciding vote in support.

F56/2024 Correspondence etc.

None

The meeting closed at 20.32

Next meeting: Wednesday 15 January 2025 commencing 19.00 hrs.

Signed:..... Dated:.....

Cllr D Ripping