

23rd January 2025**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 29th January 2025 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,
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

FC143/2025	Apologies To receive, note and where requested approve and accept any apologies for absence
FC144/2025	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>
FC145/2025	To receive the Mayor's Report
FC146/2025	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 04th December 2024 Appendix A
FC147/2025	To receive and ratify the approved minutes of the following committees: <ul style="list-style-type: none"> • Works, Services & Planning held 20th November 2024 – Cllr Peart Appendix B • Community, Hall & Recreation held 20th November 2024 – Cllr Scagell Appendix C • Works, Services & Planning held 04th December 2024 – Cllr Peart Appendix D • Works, Services & Planning held 11th December 2024 – Cllr Peart Appendix E
FC148/2025	To receive and note Representative Reports / Brief up-date Any reports received shall be available to read as Appendix F
	1. Speedwatch Cllr. A. Tillson-Hawke
FC149/2025	Appointment of Proper Officer: To formally approve the appointment of Rachel Avery as Proper Officer for this meeting

FC150/2025	Standing Orders: To review the Standing Orders and to consider and approve the amendments Appendix G
FC151/2025	Committee Structure: To receive the Town Clerk's report regarding the Committee Structure and to approve the recommendations therein Appendix H
FC152/2025	Committee Terms of Reference: To review and approve the proposed Terms of Reference Appendix I
FC153/2025	Scheme of Delegation: To review and approve the proposed Scheme of Delegation Appendix J
FC154/2025	Councillor vacancy: To note the resignation of Lloyd Goodall
FC155/2025	Kingsteignton Annual Ram Roasting Fair: To approve the use of Oakford Lawn for the Annual Ram Roasting Fair on Monday 26 th May between 07.00 and 19.00
FC156/2025	Annual Town Meeting: To note the date of the Annual Town Meeting as Friday 25 April 2025 and to agree any arrangements
FC157/2025	Strengthening the standards and conduct framework for local authorities in England: To consider the information regarding the consultation by HM Government on introducing a mandatory minimum Code of Conduct for local authorities in England, and measures to strengthen the standards and conduct regime in England, and to consider and agree a corporate response Strengthening the standards and conduct framework for local authorities in England - GOV.UK
FC158/2025	Next Meeting Date: To note the date of the next Full Council meeting – Wednesday 05 th March 2025
FC159/2025	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
FC160/2025	Special Hire Charges: To review Special Hire Charges for 2025/26 and approve any amendments Appendix K
FC161/2025	Staffing: To receive the report regarding staffing and to approve the recommendations therein Appendix L
FC162/2025	Staffing: To receive a verbal report regarding staffing



KINGSTEIGNTON TOWN COUNCIL

Minutes of the Kingsteignton Town Council Meeting Held on Wednesday 4th December 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, D Ripping, J Gregson, 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 Father Mark Smith

Cllr Keeley Gearon, Teignbridge District Council

PC Will Heather attended the meeting to enable members to raise any queries they had.

Jo Rice, Senior Case Worker for Martin Wrigley MP attended the meeting to provide an update following her meeting with Superintendent Linden regarding anti-social behaviour and retail crime.

Police Report:

Police Report – Kingsteignton, December 2024

- Report of a burglary, targeting an elderly female, where the suspect has been identified as an ex-employee. Enquiries are ongoing.
- Report received for a garden fence that was damaged.
- Report received of a burglary to a garden shed where three bicycles were stolen. Enquiries ongoing. Further reports of a garden shed being burgled, a garage being broken in to and a works vehicle being broken in to as well. These are currently believed to be linked and enquiries are ongoing.
- A report was received for a youth who was drunk and disorderly. They were subsequently arrested and taken to Custody.
- Three reports were received from Border Force for someone from a Kingsteignton address attempting to import controlled drugs. The drugs were seized and destroyed by Border Force.
- A motor vehicle was seized after a report from a member of the public, that a vehicle was being driven without insurance or tax. Officers attended the home address and witnessed the vehicle return. The driver has been reported for the driving offences.
- Report of an assault on a juvenile at Oakford Lawn. Enquiries ongoing.
- A fraudulent use of a bank card has been reported and is currently under investigation.
- Report of damage being caused to the Town Council Office building.

- Report received of a bilking at a petrol station, where a vehicle on false number plates has filled up with £40.00 off fuel and made off without payment. A further report has been made of a shoplifting and individuals left prior to Police arrival
- 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.

Current focussed work by PC 7201 Will Heather: ∞ Intelligence 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

Climate Change Environment.

Organisations such as Devon Wildlife Trust, National Trust, North Devon Biosphere, Plymouth City Council and Woodland Trust, will be running woodland walks and tree planting events in National Tree Week and throughout the winter. People can check the National Tree Week website and follow our partners on social media to find out what is going on near them.

Emergency Tree Fund.

Launched in 2021, the Emergency Tree Fund, granted by the Woodland Trust, has funded the planting of approximately 40,000 trees across Devon. The project comes to an end in December. Through the ETF funded staff to support the development and publication of the Devon Tree and Woodland Strategy by the Devon Local Nature Partnership. The ETF supported DCC in piloting carbon offsetting, providing resource to develop a new 10 – hectare woodland, designed to maximise biodiversity and carbon uptake. The ETF engaged over a thousand volunteers, through community events, including those from hard to reach, groups asylum seekers from groups such as Beyond Borders.

Free Trees Available Now

Schemes for this winter are typically highly oversubscribed, but communities wanting to make plans for next year should get in touch with organisations such as the Woodland Trust and Devon Wildlife Trust. To find funding and resources for tree planting try searching online for Devon LNP free tree planting.

Devon's average canopy cover is currently estimated at 14. 7% - a key target within the Devon Tree and Woodland Strategy is to bring this up to 16. 5% by 2050. This is an additional 3,000 hectares, or 2,000 football pitches.

DCC have also secured funding from the Forestry Commission's Local Authority Treescapes Fund and Woodland Creation Accelerator Fund, and Plymouth and South Devon Community Forest { Defra funded}. Using this resource, a further 27,000 trees will be planted before next March, which will take the total figure to approximately 77,000 trees planted since 2019 by Devon County Council, predominantly through community volunteering events.

District Councillors Report:

Cllr R Peart

The Government Community Match Funded Defibrillator Scheme.

This scheme run by the Department of Health and Social Care who are the chosen suppliers for the Mindray Defibrillators. This is an extension to a previous scheme and provides you with the opportunity of being able to obtain a Defibrillator and External Heated Cabinet with keypad lock for your local community for the cost of £750 plus VAT. VAT will only be applied if the purchaser is VAT registered.

There are only around 300 units remaining and once all have been claimed the scheme will close. Funding is provided on a first come first served basis and the funding is only confirmed once payments are received by ourselves as the suppliers.

The only requirements to qualify for the scheme are:

- You are based in England Installation on an external wall within 4 weeks of receipt of equipment. Must be available to the local community 24 hours a day.
- Once installed the Defibrillator must be registered with the ambulance service via The Circuit online registration.
- Following installation an email is to be sent to this address providing confirmation of installation address and photograph showing installed equipment.
- Responsible for ongoing maintenance simple routine visual checks, changing of battery after 5 years cost of approx. £235.00 exc VAT

Contact Jess Morris Subject: Government Community Match Funded Defibrillator Scheme.

Email: jess@londonhearts.org

Cllr B Thorne

Storms and Flooding in the Town.

After the appalling rain storms we have suffered of late I have received surprisingly few reports of dangerous/ damaging flooding on my ward except for the areas of Teigngrace, Old Exeter Road, Newton Road and Sandygate Lane which have been reported to the Highways and followed up subsequently. Should there be other areas of flooding that caused problems for you and you feel some remedial work is necessary which involves Highways please take the time to report it to Highways on the DCC web site and detail it as well as possible to me and I will try to inform the DCC or other authorities effectively.

TDC news, meetings and Business

I always draw attention to the TDC web site (Teignbridge.gov.uk) where a great deal of money has been spent collecting residents' views and then updating the site appropriately so please try it out and let me know if there are any further weaknesses. It does give a more sensible access to various topics and hopefully better for residents. With a number of items getting into the papers and TV of late some more information will be available on the web site.

My involvement at TDC recently.

Besides attending the normal meetings I have joined new Task and Finish groups under the Overview and Scrutiny Committee looking at the Leisure provision and the Planning delivery whilst maintaining the Chair of the Medium-Term Financial Plan group which has already submitted its recommendations for the now draft 25/26 budget at TDC.

The launch of the **Stover Park Restoration Project** has taken place with a very successful launch day event which was blessed with fabulous weather, many invited guests who had been involved with the project and were delighted by a wonderful set of presentations explaining the planning and delivery of the wonderful project itself. Please view the link for more information:

<https://www.devon.gov.uk/news/celebrations-mark-completion-of-first-phase-of-restoring-stover-park-project/>

Should there be other issues you would like to bring to my attention from the West Ward of Kingsteignton please contact me on Bill.thorne@teignbridge.gov.uk.

Cllr K Gearon

No report received

Cllr D Rollason:

No report received

Council in formal session

FC127/2024 Apologies

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

Resolved: Apologies received and accepted from:
Cllr K Jones (Personal Reasons)
Cllr L Goodall (Work Commitments)

FC128/2024 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.

FC129/2024 To receive the Mayor's Report

No report.

FC130/2024 To receive and approve the minutes of this following meetings, to be signed by this meeting Chair:

Full Council meeting held on 6th November 2024

Cllr Peart presented the minutes of the meeting held on the 6th November 2024.

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

Proposed: Cllr Scagell

Seconded: Cllr Thorne

Extra Ordinary Full Council meeting held on 20th November 2024

Cllr Peart presented the minutes of the meeting held on the 20th November 2024.

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

Proposed: Cllr Peart

Seconded: Cllr Thorne

FC131/2024 To receive and ratify the approved minutes of the following committees:

Works, Services & Planning held 6th November 2024 – Cllr Peart

Resolved: The approved minutes presented above were ratified.

Proposed: Cllr Peart

Seconded: Cllr Thorne

Finance held 9th October 2024 – Cllr Ripping

Resolved: The approved minutes presented above were ratified.

Proposed: Cllr Ripping

Seconded: Cllr Thorne

FC132/2024 To receive and note Representative Reports /Brief update

1. Stover Canal Trust – Cllr Ripping

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.

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.

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.

FC133/2024 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 Scagell

FC134/2024 Time Off In Lieu Policy

To review and adopt the policy.

Resolved: Members agreed to adopt the new Time Off In Lieu Policy.

Proposed: Cllr Peart

Seconded: Cllr Scagell

FC135/2024 Public Toilet Provision

To consider a corporate response to TDC regarding the future provision of public toilets.

Resolved: All were in favour of Kingsteignton Town Council not supporting any loss of provision of public toilets at The Fountain and were committed to safeguarding it for the future.

Proposed: Cllr Thorne

Seconded: Cllr Peart

FC136/2024 Hire Charges

To review Hire Charges for 2024/25 and approve any amendments.

Cllr Gregson proposed 50p per hour increase on Main Hall Booking rates and £1.00 per hour increase on all other booking rates. This was seconded by Cllr Thorne. The vote failed.

Cllr Scagell proposed 50p per hour increase on Main Hall booking rates only, seconded by Cllr Ripping. Seven Councillors voted in favour of this proposal.

Resolved: The Main Hall Booking rates increased by 50p an hour.

Proposed: Cllr Scagell

Seconded: Cllr Ripping

Cllr Thorne proposed retaining the hire time being available until 11pm. This was seconded by Cllr Gregson. The vote failed.

Cllr Scagell proposed reducing the hire time to only being available until 10pm, seconded by Cllr Tillson-Hawke. Six Councillors voted in favour of this proposal.

Resolved: All hire times reduced to 10pm.

Proposed: Cllr Scagell

Seconded: Cllr Tillson-Hawke

FC137/2024 Budget 2025/26

To receive and approve the budget for 2025/26, as recommended by the Finance Committee.

Resolved: To approve the budget as detailed in Appendix F.

Proposed: Cllr Ripping

Seconded: Cllr Peart

FC138/2024 Precept 2025/26

To approve the precept for 2025/26, as recommended by the Finance Committee.

Resolved: To approve a 4% precept increase, with the precept total being £401,408.00.

Proposed: Cllr Ripping

Seconded: Cllr Peart

FC139/2024 Next Meeting Date:

To note the date of the next Full Council meeting – Wednesday 8th 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

Resolved: Members unanimously agreed to move into Part II.

Proposed: Cllr Thorne

Seconded: Cllr Danks

FC141/2024 Staffing

To receive and note correspondence from a member of staff and to agree any further action.

Resolved: The correspondence was received and the contents noted.

FC142/2024 Staffing

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

Resolved: Following a robust debate, recommendations within the confidential report were not approved and a set of decisions were agreed verbally. Clarification on decisions would be provided to Councillors by email.

Meeting closed at 8:50pm.

Signed:

Dated:

**Minutes of the Works, Services and Planning Committee
Held on Wednesday 20th November 2024 at 7:59pm
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

WSP91/2024 Accept apologies received by the Clerk

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

WSP92/2024 Declarations of Interest

None.

WSP93/2024 Draft Minutes

To receive and approve the minutes of the meetings held on 6th November 2024.

Resolved: The minutes of the meeting held on 6th November 2024 were unanimously approved and signed by Cllr Peart.

Proposed: Cllr Tillson-Hawke

Seconded: Cllr Gregson

WSP94/2024 Planning Applications

To give observations.

Week ending 1st November 2024

PARISH: Kingsteignton

WARD: West

APPLICATION REF: 24/01740/HOU

LOCATION: 1 Teal Close, Kingsteignton, TQ12 3HW
PROPOSAL: Single storey side extension

Comments: No objection.

Proposed: Cllr Peart
Seconded: Cllr Ripping

Appeals received this week:

PARISH: Kingsteignton
WARD: West
APPEAL REF: 24/00052/FAST
APPEAL TYPE: Householder
LOCATION: 151 Exeter Road, Exeter
PROPOSAL: Appeal against the refusal of planning application 24/00779/HOU
Two storey rear extension

Comments: Notice of appeal noted.

Week ending 8th November 2024

PARISH: Kingsteignton
WARD: East
APPLICATION REF: 24/01715/HOU
LOCATION: 76 Orchid Vale, Kingsteignton, TQ12 3YS
PROPOSAL: Detached garage with additional storage area.

Comments: Object on the grounds that the roof height is too unnecessarily high for a garage which will impact on other properties. Would like to see it be reduced substantially to be more in keeping with the surrounding area.

Proposed: Cllr Thorne
Seconded: Cllr Ripping

WSP95/2024 **Correspondence**

None.

The meeting closed at 8:19pm.



KINGSTEIGNTON TOWN COUNCIL

Next meeting: Wednesday 4th December 2024

Signed:

Dated:

**Minutes of the Community Hall / Recreation Committee
Held on Wednesday 20th November 2024 at 7pm
The Community Hall, Rydon Road, Kingsteignton**

Present:

Chair: Cllr J Scagell (Deputy Mayor)
Deputy Chair: Cllr M Field
Councillors: Cllrs D Ripping, A Tillson-Hawke, J Gordon, M Eggar and B Thorne
Ex-Officio: Cllr R Peart (Mayor)
Asst to the Clerk/Events Officer: Miss B Hooper

Apologies: Cllr K Jones

CHR35/2024 Accept apologies received by the Clerk
To receive, note and where requested approve and accept any apologies for absence received by the Clerk.

Resolved: Apologies were received and accepted from:
Cllr Jones (Personal Reasons)

CHR36/2024 Declarations of Interest

There were no declarations of interest.

CHR37/2024 Draft Minutes
To receive and approve the minutes of the meeting held on 18th September 2024

Resolved: The minutes of the meeting held on 18th September 2024 were unanimously approved and signed by Cllr Scagell.

Proposed: Cllr Peart

Seconded: Cllr Eggar

CHR38/2024 Feedback on Kingsteignton Act of Remembrance 2024
Opportunity to review the recent event and record any learning for future Remembrance events.

Miss Hooper provided members with a run down of the experiences of the staff present on the day and councillors then spoke on their experiences too.

Key factors to consider within the planning for 2025 included:

- i. Two vehicles to be accompany the parade (one at the front in addition to the current one at the rear);
- ii. More marshals to direct traffic being sourced to ensure every possible outlet where parked traffic could move from should be covered, this included Arch Cottages, the car park and the garage;
- iii. PA System to be located in the churchyard rather than Sandpath Road ensuring the reverence of the event and the churchyard are not detracted from. Health and safety considerations re siting on stable ground and being suitably audible to be checked with church personnel in advance of 2025's service;
- iv. Sandpath Road closure to operate for the full duration of the Parade and Service;
- v. Provision of availability of chairs for veterans to be investigated;
- vi. First Aider Kit to be present on the Parade and at the church;
- vii. Provision of equipment to protect potential casualties against elements;
- viii. Relevant parking suspensions to be investigated;
- ix. KTC Event Organiser to be equipped with a radio to be able to link into event communications;
- x. Marching order protocol to be defined and made available to those within the Parade;
- xi. Outline of outdoor service to be made available; and
- xii. Earlier meetings (September minimum) with key personnel to be held.

CHR39/2024

Fallen Tree in Community Hall Grounds

To receive a verbal update from Miss Hooper regarding the current situation

Officers wanted to ensure Councillors were fully aware the restricted access marked off with orange tape in the Community Hall grounds was solely relating to a tree which had fallen in grounds adjacent to the Council's and until officers were satisfied all trees in that vicinity had been appropriately checked, this area of the grounds would remain fenced off. Councillors noted the update.

CHR40/2024

Play Equipment Repairs at Clifford Park

To discuss the quote received from Proludic for repairs to play equipment at Clifford Park and agree future action.

Councillors discussed the quote and potential options in detail.

Resolved: All councillors were in favour of approving the works detailed on the quote with the additional tiles required but to seek to determine if management by council staff could be achieved in the future.

Proposed: Cllr Thorne

Seconded: Cllr Peart

CHR41/2024

Gym Equipment at Clifford Park

To discuss the potential removal of all gym equipment at Clifford Park and agree future action.

Members noted comments from Cllr Scagell and debated the provision of the gym equipment. All were in favour of removal.

Resolved: To remove all gym equipment from Clifford Park.

Proposed: Cllr Eggar

Seconded: Cllr Peart

CHR42/2024

Carols Around the Tree Event

To receive a verbal update from Miss Hooper regarding plans to date.

Miss Hooper outlined progress made to date with the Carols Around the Tree event set for 14th December 2024. Key points/comments included:

- i. Anticipated numbers of volunteers required to help in various roles and the likelihood of needing to source additional volunteers from the public;
- ii. The timings of each of the elements of the event;
- iii. There having been one requested change to a more well-known carol;
- iv. The expected flow of residents attending the event, participating in the differing elements and locations within the building to aid a safe flow of people as well as how this would be managed on the day;
- v. The progress of the building of Santa's Grotto;
- vi. Tickets for Santa's Grotto and access for families;
- vii. The need for parents/guardians to ensure their children are within their care at all times;
- viii. Lighting provision expected and delivery dates for both the Fountain and Community Hall;
- ix. Lack of availability of additional bauble decorations for outdoor tree at the Community Hall this year;
- x. Possibility for additional ambient lighting to aid reading carol sheets;

CHR43/2024

Correspondence

There was no correspondence.

The meeting closed at 7:58pm

The next meeting will be held on Wednesday 22nd January 2025 at 7pm.

Signed:

Dated:



**Minutes of the Works, Services and Planning Committee
Held on Wednesday 4th December 2024 at 8:51pm
The Community Hall, Rydon Road, Kingsteignton**

Present:

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

Apologies: Cllrs L Goodall & K Jones

WSP96/2024 **Accept apologies received by the Clerk**

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

WSP97/2024 **Declarations of Interest**

None.

WSP98/2024 **Draft Minutes**

To receive and approve the minutes of the meetings held on 20th November 2024.

Resolved: The minutes of the meeting held on 20th November 2024 were unanimously approved and signed by Cllr Peart.

Proposed: Cllr Tillson-Hawke

Seconded: Cllr Gregson

WSP99/2024 **Planning Applications**

To give observations.

Week ending 15th November 2024

None received.

Week ending 22nd November 2024

PARISH: Kingsteignton
WARD: East
APPLICATION REF: 24/01887/TPO
LOCATION: Land at Pengelly Close, Kingsteignton, TQ12 3FZ
PROPOSAL: T004 – Common Ash – Dismantle in sections to near ground level
T005 – Common Ash – Remove stem closest to building

Comments: Refer to Teignbridge District Council’s Arboriculturist to ask them to fully inspect and verify the report received. Is the trees are found to be sound, place TPOs on them. In the event that felling is deemed necessary please can it be replaced with fast growing native options to minimise wildlife loss.

Proposed: Cllr Peart
Seconded: Cllr Thorne

WSP100/2024 **Correspondence**

None.

The meeting closed at 9.00pm.

Next meeting: Wednesday 8th January 2025

Signed:

Dated:

**Minutes of the Works, Services and Planning Committee
Held on Wednesday 11th December 2024 at 7:00pm
The Community Hall, Rydon Road, Kingsteignton**

Present:

Chair: Cllr R Peart (Mayor)
Councillors: Cllrs J Gregson & B Thorne
Ex-Officio: Cllr J Scagell
Assistant to Clerk/Events Officer: Miss B Hooper

Apologies: Cllrs L Goodall, K Jones, T Dempster, D Ripping & M Field

WSP101/2024 Accept apologies received by the Clerk

Resolved: Apologies were received and accepted from:
Cllr Goodall (Work Commitments)
Cllr Jones (Personal Reasons)
Cllr Field (Work Commitments)
Cllr Dempster (Work Commitments)
Cllr Ripping (Personal Commitments)

WSP102/2024 Declarations of Interest

None.

WSP103/2024 Draft Minutes

To receive and approve the minutes of the meetings held on 4th December 2024.

Resolved: The minutes of the meeting held on 4th December 2024 were unanimously approved and signed by Cllr Peart.

Proposed: Cllr Peart

Seconded: Cllr Gregson

WSP104/2024 Planning Applications

To give observations.

Week ending 29th November 2024

PARISH: Kingsteignton
WARD: East
APPLICATION REF: 24/01433/HOU
LOCATION: 39 Firleigh Road, Kingsteignton
PROPOSAL: Proposed installation of two CCTV camera and canopy to domestic garage
(revised description of development)

Comments: Unanimously agreed to no objection subject to the CCTV cameras not overlooking neighbouring properties/gardens, meeting relevant regulations governing CCTV and personally satisfying local objectors.

Proposed: Cllr Thorne
Seconded: Cllr Scagell

PARISH: Kingsteignton
WARD: East
APPLICATION REF: 24/01946/VAR
LOCATION: 6 Coach House, Vicarage Hill, Kingsteignton
PROPOSAL: Variation of condition 2 on planning permission 23/01391/FUL
(New dwelling) to re-position dwelling and amend appearance

Comments: Unanimously agreed to object based on 23/01391/FUL and the elements of 5,6,7 and 9 being removed from what is known as condition 2.

Proposed: Cllr Thorne
Seconded: Cllr Gregson

WSP105/2024 **Correspondence**

None.

The meeting closed at 7.34pm.

Next meeting: Wednesday 8th January 2025

Signed:

Dated:



Kingsteignton Town Council

Councillor/Officer Briefing Report

Name:	Cllr Alys Tillson-Hawke	Date of Report:	02/01*2025
--------------	-------------------------	------------------------	------------

Report of:	Town Councillor		
For meeting of:	Full Council	Date of Meeting:	08//01/2025
Business area reporting on:	Speedwatch		

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>Since the previous report the team have had one speedwatch sessions. This was during the week of November 17th-23rd which was National Road Safety Week. During this week, across Devon and Cornwall 647 vehicles were reported for speeding, 54 groups across the area took part with 78 roadside sessions completed. Throughout the two counties the mean percentage of drivers speeding was 4%. In Kingsteignton the percentage of drivers speeding was 14.5%, indicating that we have a continuing issue with speeding in our town.</p>

Items for:	Decision
<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.



STANDING ORDERS

bold type

Index of Kingsteignton Town Council Standing Orders

1. RULES OF DEBATE AT MEETINGS	4
2. DISORDERLY CONDUCT AT MEETINGS.....	6
3. MEETINGS GENERALLY	6
4. COMMITTEES AND SUB-COMMITTEES.....	9
5. ORDINARY COUNCIL MEETINGS	10
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES	13
7. PREVIOUS RESOLUTIONS	13
8. VOTING ON APPOINTMENTS	13
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	13
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	14
11. MANAGEMENT OF INFORMATION	15
12. DRAFT MINUTES	16
13. CODE OF CONDUCT AND DISPENSATIONS	17
14. CODE OF CONDUCT COMPLAINTS.....	18
15. STAFF ALLEGATIONS OF BREACHES OF THE CODE OF CONDUCT	19
16. PROPER OFFICER.....	19
17. RESPONSIBLE FINANCIAL OFFICER	21
18. ACCOUNTS AND ACCOUNTING STATEMENTS.....	21
19. FINANCIAL CONTROLS AND PROCUREMENT.....	22
20. HANDLING STAFF MATTERS	24
21. RESPONSIBILITIES TO PROVIDE INFORMATION	24
22. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION.....	25
23. RELATIONS WITH THE PRESS/MEDIA	25
24. EXECUTION AND SEALING OF LEGAL DEEDS	25
25. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS.....	26
26. GENERAL POWER OF COMPETENCE.....	26
27. UNDUE INFLUENCE ON COUNCILLORS	26
28. RESTRICTIONS ON COUNCILLOR ACTIVITIES.....	27
29. STANDING ORDERS GENERALLY	27

RULES OF DEBATE AT MEETINGS

DISORDERLY CONDUCT AT MEETINGS

MEETINGS GENERALLY

Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.

The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature

of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).

The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.

The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

See standing orders 5(i) and (j) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

Unless standing orders provide otherwise, voting on a question shall be by a show of hands
At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.

A councillor or a non-councillor with voting rights who has a

disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

No business may be transacted at a meeting unless at least one-third (four) of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4d(vi) for the quorum of a committee or sub-committee meeting.

If a meeting is or becomes inquorate no business shall be transacted

COMMITTEES AND SUB-COMMITTEES

Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

ORDINARY COUNCIL MEETINGS

In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.

In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.

If no other time is fixed, the annual meeting of the Council shall take place at 6pm.

In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.

The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.

The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.

The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.

In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor of their acceptance of office form unless the Council resolves for this to be done at a later date

see also standing orders 11, 20 and 21

EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

The Chair of the Council may convene an extraordinary meeting of the Council at any time.

If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.

PREVIOUS RESOLUTIONS

VOTING ON APPOINTMENTS

MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

MANAGEMENT OF INFORMATION

See also standing order 20.

The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

DRAFT MINUTES

a

b

c

d

e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f

g

CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(s).

Dispensation requests shall be in writing and submitted to the Proper Officer

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

granting the dispensation is in the interests of persons living in the Council's area; or

it is otherwise appropriate to grant a dispensation.

CODE OF CONDUCT COMPLAINTS

Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider any recommendations and what, if

any, action to take against them. Such action excludes disqualification or suspension from office and shall be limited to those sanctions recommended by the Monitoring Officer as detailed in the Decision Notice or other such communication made to the Town Council.

STAFF ALLEGATIONS OF BREACHES OF THE CODE OF CONDUCT

PROPER OFFICER

at least three clear days before a meeting of the council, a committee or a sub-committee:

- serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda
- Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full council, committee or sub-committee.

convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office

facilitate inspection of the minute book by local government electors

receive and retain copies of byelaws made by other local authorities

see also standing order 24)

ee also standing

order 24).

RESPONSIBLE FINANCIAL OFFICER

ACCOUNTS AND ACCOUNTING STATEMENTS

FINANCIAL CONTROLS AND PROCUREMENT

£25,000

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 19(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

HANDLING STAFF MATTERS

RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 22.

In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements)

(England) Regulations 2015

RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

See also standing order 11.

The Council may appoint a Data Protection Officer.

The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.

The Council shall have a written policy in place for responding to and managing a personal data breach.

The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

The Council shall maintain a written record of its processing activities.

RELATIONS WITH THE PRESS/MEDIA

EXECUTION AND SEALING OF LEGAL DEEDS

Subject to standing order 24(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

GENERAL POWER OF COMPETENCE

- c After the expiry of its preceding period of eligibility, the council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the general power of competence which was not completed before the expiry of the council's preceding period of eligibility referred to in standing order 26(b).

UNDUE INFLUENCE ON COUNCILLORS

RESTRICTIONS ON COUNCILLOR ACTIVITIES

STANDING ORDERS GENERALLY

bold



Kingsteignton Town Council

Councillor/Officer Briefing Report

Name:	Mrs Rachel Avery	Date of Report:	28/12/2024
--------------	------------------	------------------------	------------

Report of:	Locum Clerk		
For meeting of:	Full Council	Date of Meeting:	08/01/2025
Business area reporting on:	Council Powers & Duties		

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

Salient Background for noting:

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).

KTC commissioned a full review, which has been reviewed by the Locum Town Clerk.

The report proposed amendments to the committee structure. This report should be reviewed alongside the proposed terms of reference document.

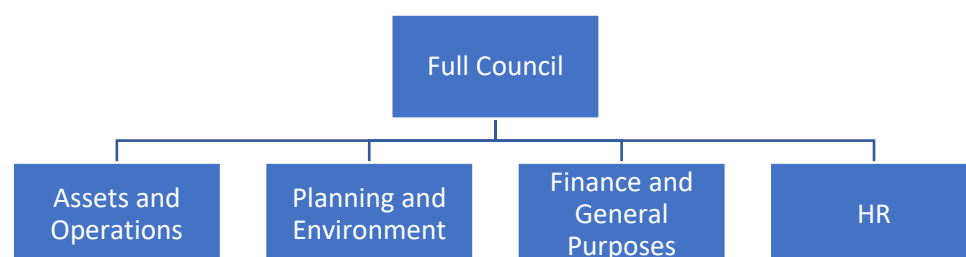
This report proposes a restructure of committees, to offer staff and councillors:

- Clearer and more streamlined responsibility to committees and officers, through a strong terms of reference to each committee and scheme of delegation
- Reduced administration from 45 meetings a year to 32
- Broader committee remits which align with service areas.

Items for: Decision

Please number the items for discussion/decision – if there are none, please leave this section blank.

To approve the proposed committee restructure:



Full Council – 6 meetings per year
Assets and Operations – 6 meetings per year
Planning and Environment – 11 meetings per year
Finance and General Purposes – 11 meetings per year
HR – 4 meetings per year

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



KINGSTEIGNTON TOWN COUNCIL

Terms of Reference

Assets and Operations Committee

- The committee will meet bi-monthly.
- The committee will comprise 8 members.
- The committee will comprise 2 substitute members.
- The quorum of the committee shall be 3 members.
- The committee will undertake the following role and functions:
 - To consider all aspects of the management and upkeep of the Community Hall (including all bookable separate spaces) and its grounds, and where required, act accordingly
 - To set the annual charges for the above facilities
 - To consider all aspects of the management and upkeep of Clifford Park, Oakford Lawn and the Fountain, and where required, act accordingly
 - To receive and act on all Health and Safety reports for council-owned property
 - To be responsible for all council-owned property, including bus shelters, seating and notice boards, and ensuring they are kept in good order
 - To consider requirements for council-owned property and to purchase, where required, additional infrastructure
 - To be responsible for floral displays
 - To be responsible for the administration of council-owned CCTV
 - To oversee civic events such as Remembrance Parade, Beacon Lighting etc
 - To oversee, when required, council's involvement in any Twinning arrangements
 - To consider the recommendations of sub-committees or working (advisory) groups under the control of the committee
 - Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by council. The committee cannot commit or spend from future budgets not confirmed or from future years. Delegated authority to Town Clerk in line with Scheme of Delegation and Financial Regulations.

Planning and Environment Committee

- The committee will meet monthly (with the exception of August).
- The committee will comprise 8 members.
- The committee will comprise 2 substitute members.
- The quorum of the committee shall be 3 members.
- The committee will undertake the following role and functions:

Committee Terms of Reference

Adopted

Agreed

Review Date

- To consider and comment on strategic development policies and consultations documents received from other bodies which affect Kingsteignton
- To facilitate greater member focus on town policy development to positively shape the future of Kingsteignton
- To comment on planning applications referred to the council for comment on behalf of the council
- To consider projects using Community Infrastructure Levy (CIL), for further investigation by Full Council or other relevant committee as directed by Full Council
- To consider the recommendations of sub-committees or working (advisory) groups under the control of the committee
- Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by council. The committee cannot commit or spend from future budgets not confirmed or from future years. Delegated authority to Town Clerk in line with Scheme of Delegation and Financial Regulations.

Finance and General Purposes Committee

- The committee will meet monthly (with the exception of August).
- The committee will comprise 8 members.
- The committee will comprise 2 substitute members.
- The quorum of the committee shall be 3 members.
- The committee will undertake the following role and functions:
 - To consider and approve the Responsible Finance Officer's finance reports on a monthly basis
 - To consider the Responsible Finance Officer's reports on annual estimates of income and expenditure (budget) for continuing services and payments of capital expenditure for the next three financial years; and to make recommendations to Full Council on the budget and precept in time for the Full Council meeting to be held in December/January each year
 - To consider forward planning and provide recommendations to Full Council for earmarked reserves levels which may include the replacement of equipment, vehicles, buildings and/or specific items of expenditure required in the future in order to lessen the precept burden in any one year
 - To ensure Full Council hold adequate general reserves, in line with best practice, to secure future budgets
 - To appoint a panel to carry out quarterly internal control checks in line with best practice, legislation and council's duty
 - To take responsibility for the council's banking requirements, including administration of accounts
 - To undertake an annual risk assessment regarding the council's accounting procedure
 - Make recommendations to the council on new areas of policy and procedures
 - To manage, review and amend as necessary the council's policies, procedures and protocols
 - To recommend changes to the council's Standing Orders, Financial Regulations, Scheme of Delegation and Terms of Reference

Committee Terms of Reference

Adopted

Agreed

Review Date

- To consider grants to organisations, for the encouragement and support of the work of those organisations concerned with cultural, charitable, sporting and leisure activities
- To oversee the council's insurance arrangements
- To oversee any legal proceedings
- To oversee electoral matters
- To manage the council's publicity and public relations
- To manage the council's risk management practices and procedures
- To scrutinise, when required, council activities and decisions
- To consider the recommendations of sub-committees or working (advisory) groups under the control of the committee
- Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by council. The committee cannot commit or spend from future budgets not confirmed or from future years. Delegated authority to Town Clerk in line with Scheme of Delegation and Financial Regulations.

HR Committee

- The committee will meet in June, September, December and March of each year.
- The committee will comprise 5 Members.
- The quorum of the sub-committee shall be 3 Members.
- The committee will undertake the following role and functions:
 - To take responsibility for general staffing matters (e.g. health and safety matters, implementing policies etc.)
 - To handle recruitment matters
 - To consider all matters concerning the council's employees including to issue, vary and terminate employment contracts
 - The committee shall be empowered to take decisions and such action as is seen fit to deal with any unforeseen personnel matters which may arise from time to time, including the council's Employer's Duty of Care and Councillor Conduct
 - To undertake the line management responsibility of the Town Clerk as the most senior officer of the council
 - To carry out the Town Clerk's appraisals, appointing two members from the committee
 - To handle any informal or formal grievance and initiating any informal or formal disciplinary action in the first instance
 - To oversee the training requirements of council staff and councillors.

Committee Terms of Reference

Adopted

Agreed

Review Date



Scheme of Delegation

1. Principles of Delegation

- 1.1 Section 101 of the Local Government Act 1972 provides:
- that a council may delegate its powers (except those incapable of delegation) to a committee or an officer
 - a committee may delegate its powers to an officer
 - the delegating body may exercise powers that have been delegated.
- 1.2 Any delegation to a committee or the Proper Officer¹ shall be exercised in compliance with the council's Standing Orders, any other policies or conditions imposed by the council and within the law.
- 1.3 The Proper Officer may nominate another named officer to carry out any powers and duties, which have been, delegated to that officer.
- 1.4 Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult with members, and must ensure that they obtain appropriate legal, financial, and other specialist advice before action is taken.

2. Council Functions

- 2.1 The matters listed below are the responsibility of Full Council:
- a) Adopting and changing the council's Standing Orders, Financial Regulations and Terms of Reference
 - (b) Approving, adopting, or making material changes to the council's policy framework
 - (c) Approving the council's budget and the level of its precept levied on Teignbridge District Council
 - (d) Authorising borrowings
 - (e) Authorising the incurring of expenditure not provided for within the approved budget or otherwise permitted under the council's Financial Regulations
 - (f) Appointing council representatives to outside bodies
 - (g) Confirming the appointment of the Town Clerk
 - (h) Making, amending, revoking, re-enacting, or adopting byelaws and promoting or opposing the making of local legislation
 - (i) All other matters which must, by law, be reserved to Full Council.

¹ Wherever the Proper Officer (the clerk) is referred to in this document it shall be understood that ? can deputise for the Clerk both in the absence of the Proper Officer (the Clerk) and to enable the efficient and effective running of the council.

Service Area	Function	Responsibility
Audit	Responsibility for maintaining a continuous internal audit system	Full Council
	Receiving and considering reports on internal audit and monitoring the implementation of approved action plans	Full Council
	Receiving and considering reports of the Council's Internal and External Auditors and monitoring the implementation of approved action plans	Full Council
Budgetary Control	Recommending the annual Budget and resolutions for level of precept	Full Council
	Managing budgetary control matters including the allocation of financial resources and virement of revenue expenditure other than within the approved budget of a committee (see para 2.1)	Full Council
Byelaws and local legislation	Recommending the making or adoption of byelaws	Full Council
	Recommending the sponsoring of local legislation	Full Council
	Enforcing byelaws including instituting legal proceedings	Full Council
Capital Expenditure	Recommending capital works and resourcing their implementation	Full Council
Car Parking	Commenting on all matters relating to the management of public car parks in the town	Full Council
Cemeteries	Commenting on all matters relating to the management of burial functions and responsibilities	Full Council
Legal Proceedings	To engage legal advisors and barristers as required	Full Council
	To institute, defend or settle any judicial or quasi-judicial proceedings	Full Council
Street Naming	To name new streets	Full Council

3. Delegation to Committees

- 3.1 The matters listed below are delegated to the council's committees, sub-committees, or working groups. They must be exercised in accordance with the law, the council's Standing Orders and Financial Regulations and approved policy framework and may only be exercised where sufficient budgetary provision exists or can be vired from

Scheme of Delegation
Adopted
Agreed
Review Date

within the approved budget of the committee concerned.

- 3.2 Where a sub-committee or working group in lieu of exercising its delegation refers a matter to its parent committee the delegation is exercisable by the committee. Nevertheless, the committee may decide not to exercise this delegated power and may instead make a recommendation to the council.

Service Area	Function	Responsible Committee
Agency Agreements	Recommending agency agreements and joint working practices	Finance and General Purposes
Allotments	See Land Management	
Arts	Managing the council's arts-related activities including direct promotions and liaison with other providers	Finance and General Purposes
Budgetary Control	Managing budgetary control matters within the approved budget of a committee (see para 2.1)	All committees
Civic Events	Organising Civic Events	Assets and Operations
Community Events	Overseeing the undertaking of Community Events	Assets and Operations
Committee and Member Support	Recommending the annual calendar of meetings	Full Council
	Recommending changes to Standing Orders, Financial Regulations and Powers and duties of Committees	Finance and General Purposes
	Managing all committee and member functions	Finance and General Purposes
Community Support	Managing community support activities including provision and maintenance of facilities, liaison with other bodies and cultural support	Assets and Operations
Complaints	Monitoring the complaints procedure	Finance and General Purposes
Constitution	See Committee and Member Support	
Conservation	Commenting on proposals for the creation or modification of conservation areas	Planning and Environment
Culture	See Arts	
Development Control	Commenting on planning applications referred to the council for comment	Planning and Environment

Electoral Matters	Initiating requests for boundary reviews and commenting during such reviews	Finance and General Purposes
Entertainments	See Arts	
Environment	See Heritage	
External Consultation and Representation	Commenting on consultation documents from other bodies	Planning and Environment
Financial Matters	Managing the council's financial affairs	Finance and General Purposes
Floral Display	To co-ordinate the provision of floral displays within the town	Town Clerk
Grants	Award of general revenue grants to local organisations and groups	Finance and General Purposes
	Award of cultural activities grants	Finance and General Purposes
Heritage	Dealing with general matters affecting the historic environment and heritage of the town	Planning and Environment
Highways	Commenting on proposals for highways maintenance and repairs and associated matters	Planning and Environment
	Commenting on highway policies	Planning and Environment
Insurance	Arranging and maintaining insurance cover in respect of the council's assets and activities against a wide range of risks	Finance and General Purposes
Land Management	Managing and maintaining council's buildings	Assets and Operations
	Maintaining the council's various areas of amenity land, play areas, recreation grounds and open spaces including setting hire charges	Assets and Operations
	Managing, maintaining, and monitoring demand and availability of allotment gardens	Assets and Operations
Planning Policy	Commenting on proposed revisions of the Teignbridge District Local Plan and other service-specific long-term planning documents	Planning and Environment
Play Areas	See Land Management	
Policy Issues	Reviewing and amending town council policies	Finance and General Purposes
	Assisting in the development of new policies or changes in policy	Finance and General Purposes

	Commenting on strategic policy documents and consultation papers issued by the Government and other bodies	Finance and General Purposes
Public Lighting	Commenting on matters affecting public lighting provision or maintenance in the town	Planning and Environment
Public Toilets	Commenting on matters affecting public toilet provision in the town	Planning and Environment
Public Transport	Making observations on matters affecting public transport in and around the town	Planning and Environment
Publicity	Managing the council's public relations activities and the content and circulation of the quarterly newsletter	Finance and General Purposes
Public Footpaths	Making observations on matters affecting public footpaths in and around the town	Planning and Environment
Rights of Way	See Public Footpaths	
Risk Management	Managing the council's risk management practices and procedures	Finance and General Purposes
Sports Grounds	See Land Management	
Staffing	Recommending changes to the council's approved staffing establishment	HR
	Reviewing and monitoring the council's employment arrangements	HR
Standing Orders	See Committee and Member Support	
Street Lighting	See Public Lighting	
Town Clerk and Proper Officer	Recommending the appointment of the Town Clerk and Proper Officer	HR
Traffic Issues	Making observations on matters affecting traffic management proposals in and around the town	Planning and Environment
Trees	Managing tree planting schemes	Assets and Operations
	Making observations on proposals to introduce new tree preservation orders or allow works to trees covered by existing tree preservation orders or within conservation areas	Planning and Environment
Twinning	Liaison with twinning societies, where requested	Finance and General Purposes

4. Scheme of Delegation to Officers

- 4.1 The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6 August 2014, require a written record to be kept of certain decisions made by an officer of a parish council acting under delegated powers. The decisions are those:
- made under a 'specific express authorisation'
 - made under a general authorisation where the effect of the decision is to; i) grant a permission or licence, ii) affect the rights of an individual
 - award a contract or incur expenditure which, in either case, significantly affects the financial position of the Town Council.
- 4.2 The following table, whilst not comprehensive, seeks to clarify responsibility in respect of at least some of these matters. Needless to say, the delegations are subject to them being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provision exists or is otherwise authorised in accordance with Financial Regulations.

Service Area	Function	Officer
Audit	To maintain a continuous internal audit	Responsible Finance Officer
Communications	To deal with all press and public relations on behalf of the Council	Town Clerk
Documents	To sign documents on behalf of the Council	Town Clerk
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections	Town Clerk
Emergency Planning	To lead the Council's response in the case of a major emergency in consultation with and/or under the direction of the Emergency Planning Officers at Mid Devon District Council	Town Clerk
Finance	To administer the Council's bank balances	Responsible Finance Officer
	To maintain adequate insurance cover for the Council's activities and property	Responsible Finance Officer
	To act as Responsible Financial Officer for the purposes of the Accounts and Audit Regulations in place at the time	Responsible Finance Officer
	To authorise the payment of accounts	Responsible Finance Officer
	To write-off outstanding debts in accordance with Financial Regulations	Responsible Finance Officer

	Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget	Responsible Finance Officer
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme	Town Clerk
Information and Communication Technology	To be responsible for the provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved Budget	Town Clerk
Land and Property	To purchase necessary goods and supplies	Town Clerk
	To maintain the Council's offices and Property	Town Clerk
	To deal with day-to-day matters in relation to allotments functions, including the implementation of allotment terms, conditions and rules, allocation of allotment tenancies, issuing of non-cultivation notices and notices to quit.	Town Clerk
	To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible	Town Clerk
	To devise planting schemes for the various open areas for which the Council is responsible	Town Clerk
	To ensure that trees for which the Council is responsible are maintained in a safe condition in accordance with good arboricultural practice	Town Clerk
Lettings	To authorise casual lettings of the Council's various properties subject to payment in accordance with the approved scale of charges where appropriate	Town Clerk
Meetings	Arrange and call meetings of the Council, its Committees and Sub-Committees	Town Clerk
	Carry out and implement any Council, Committee or Sub-Committee decision	Town Clerk

Members Support	To deal with requests from Members	Town Clerk
Motor Vehicles and Plant	To maintain, repair and renew the Council's motor vehicles, plant and equipment	Responsible Finance Officer
Proper Officer	To act as Proper Officer for the purposes set out in Standing Order 15 and for all other purposes prescribed by law	Town Clerk
Staffing	Management of all employees, including the authority to take disciplinary action, excluding termination of employment under agreed procedures	Town Clerk
	To implement national pay awards and conditions of service	Town Clerk
	Within the approved budget and in accordance with Standing Orders to administer the staffing establishment and the national agreement on pay and conditions of service	Town Clerk
	To engage temporary or seasonal workers and determine their wages and conditions of service	Town Clerk

5. Urgent Matters

5.1 Matters of urgency, as determined by the Proper Officer (or in his/her absence another Officer) shall be delegated to the relevant officer in consultation with the Chair and Vice-Chair of the appropriate committee subject to a report being made to the next meeting of the appropriate committee.

5.2 Subject to urgent items, the following matters shall be referred to the relevant committee or council, where appropriate.

Any matter which:

- (a) requires a new policy; or
- (b) requires an alteration to an existing policy (other than a minor amendment); or
- (c) would be contrary to the policy framework; or
- (d) involves expenditure or a reduction in income, for which there is no sufficient budgetary provision;
- (e) is an issue of principle as determined by the council; or
- (f) in the opinion of the Proper Officer, cannot in law or in accordance with the standing orders be decided by an Officer; or
- (g) upon which a committee has requested a report; or
- (h) a member has requested an item to be put on an agenda under Standing Orders; or
- (i) in the opinion of the officer concerned, should be determined by a committee.