



# FINANCE COMMITTEE

14 April 2023

Dear Councillor

**NOTICE IS HEREBY GIVEN** that a Meeting of the Finance Committee at which your attendance is summoned, will be held at **Teignmouth Town Council, Bitton House, Bitton Park Road, Teignmouth, TQ149DF** on **Monday, 24th April, 2023** at **3.30 pm** to transact the business specified in the Agenda as set out.

Iain Wedlake  
Town Clerk

Distribution: Councillors J Atkins (Chair), R Ash, J Orme, I Palmer and C Williams



***For information – to be taken as read:***

- 1** ***Declarations of Interest*** – Members are reminded that they should declare any interest in the items to be considered and are also advised that the timescale to alter their stated interests with the District Council’s Monitoring Officer is 28 days.
- 2** ***Items requiring urgent attention*** – to consider those items which, in the opinion of the Committee Chair, should be considered by the meeting as matter of urgency (if any). To be taken at the end of the meeting.
- 3** ***The Freedom of Information Act 2000*** deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.
- 4** ***The Data Protection Act 2018*** precludes this Authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public. Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.
- 5** ***Mobile telephones*** Councillors and members of the public are requested to ensure that mobile phones are switched to ‘silent’ during the meeting to avoid disruption.
- 6** ***Recording*** this meeting may be filmed or audio taped.
- 7** ***Public Participation:***  
*Members of the public will be given an opportunity to address Councillors present at this meeting regarding agenda items, at the discretion of the Chairman. The comments of members of the public and electors of the parish who speak before the start of the meeting will not form part of the Minutes of the meeting.*



## **AGENDA**

### **PART I**

#### **(Open to the Public)**

1. **Apologies for Absence**

To receive, note and where requested, approve the reasons for apologies for absence.

2. **Declarations of Interest**

To declare any disclosable interests relating to the forthcoming items of business (if any).

3. **Dispensations**

To receive and consider requests for dispensation (if any).

4. **Minutes** (Pages 7 - 10)

To approve, sign and adopt the minutes of the Finance meeting held on 19<sup>th</sup> January 2023.

5. **Internal audit reports and actions therein** (Pages 11 - 30)

To review the first internal audit for anything outstanding.

To review the interim internal audit update audit report and instigate actions as required.

6. **2022/2023 Budget out turn report** (Pages 31 - 40)

To review the current report of the out turn of last years budget

7. **Administrative write-offs** (Pages 41 - 48)

**Administrative Write-offs**

To endorse Administrative Write-offs.

To endorse the administrative write-off by the Responsible Finance Officer of seven outstanding sums on the Sales Ledger to a total value of £84.59 net of VAT. Five of the six sums (total value £30.42) were outstanding at the end of the last financial year and there has been no movement in the intervening year; it is uncertain whether the sums are actually owed to the Town Council and if they are, they are uneconomic to recover. The sixth & seventh sum (6<sup>th</sup> = £25 plus £5 VAT; 7<sup>th</sup> = 29.17 plus £5.83 VAT) are each part of the sum due for a wedding that took place in the financial year 2022/23 but the outstanding sum represents a deposit that was paid in a previous financial year and mis allocated. The credit notes raised to affect these write-offs are attached as a confidential annexe.

Authorise the administrative write-off by the Responsible Finance Officer of six outstanding sums on the Sales Ledger to a total value of £55.42 net of VAT. Five of the six sums (total



value £30.42) were outstanding at the end of the last financial year and there has been no movement in the intervening year; it is uncertain whether the sums are actually owed to the Town Council and if they are, they are uneconomic to recover. A sixth sum (of £25 plus £5 VAT) was part of the sum due for a wedding that took place in the financial year 2022/23 but the outstanding sum represents a deposit that was likely paid in a previous financial year and mis allocated. The credit notes raised to affect these write-offs are attached as a confidential annexe.

**8. To approve the Earmarked Reserves as at 31 March 2023 (as shown in the Closing Balance column of the attachment). Noting that the following transfers have taken place in order to arrive at the end of year balances (Pages 49 - 50)**

To resolve that; The earmarked reserves for the Orangery (323) and Bitton House (324) have been amalgamated into a single reserve to be known as Bitton House & Annexes (324) and the £20,000 in 323 has been transferred to 324.

£225,000 is transferred into the Toilets earmarked reserve (326) in accordance with the agreed 2022/23 Budget; a further £380,000 is transferred into the same reserve from General Reserve (leaving the General Reserve at six months running expenses).

£6,145.71 has been transferred from the General Reserve into the Community Infrastructure Levy (CIL) earmarked reserve (331) as part of an exercise carried out to ensure that the reserve agrees with the records held by Teignbridge District Council.

£119.37 has been transferred out of the CIL earmarked reserve (331) into the revenue account to part fund the renewal of up lighters in the Town Centre (and because £119.37 of CIL needs to be spent by 31 March 2023).”

**9. New bank account mandate**

To resolve that; A current account and a savings account be opened with Unity Trust Bank That Deborah Shaw (Administration/Finance Officer) be appointed as key contact for the bank.

That the following individuals be included on the mandate for the bank, all individuals to have access to internet banking with access rights (View, Submit, Authorise) as shown below:

Joan Atkins (Councillor) – View & Authorise

Cate Williams (Councillor) – View & Authorise

Iain Wedlake (Town Clerk) – View, Submit & Authorise

Louise Steele (Locum Responsible Finance Officer) – View & Submit

Deborah Shaw (Administration/Finance Officer) – View & Submit

Francasca Womack (Administration/Finance Officer) – View & Submit

Cliff Spong (Projects & Facilities Manager) – View & Authorise

Jarrold Hutt (Projects & Facilities Officer) - View & Submit



It is assumed that in general terms officers will set up (submit) payments and councillors will authorise them – two officers are to be given the ability to authorise payments on the understanding that those officers will only authorise payments rarely and where there are no councillors to do it.

The following officers to be authorised to hold a debit card (or its equivalent):

Iain Wedlake (Town Clerk)

Cliff Spong (Projects & Facilities Manager)

Jarrold Hutt (Projects & Facilities Officer)

Deborah Shaw (Administration/Finance Officer)

Francasca Womack (Administration/Finance Officer)

10. **Annual Governance & Accounting Return (AGAR)** (Pages 51 - 56)

To resolve to approve the attached AGAR forms

11. **Grant applications (2022/3)** (Pages 57 - 100)

To consider outstanding grant requests received before the end of the 2022/3 financial year.

Teignmouth Scouts

Teign Aid

Combe valley allotments

Bitton Bowling club

Teignmouth Folk Festival

12. **Funding from reserves for FTC post (from HR)**

Following the recent HR meeting. Resolve to create a reserve of £25,000 to fund ad hoc staffing requirements 2023/4 for the completion of the recovery process. To be funded from general reserves.

13. **CAB grant**

Following the presentation by Helene Moat of CAB at the last meeting, the clerk enquired of TDC the availability of the shop mobility building in Quay Rd car park and was advise the lease was recently renewed and therefore was currently unlikely to become available in the near term.

To resolve the amount of grant (if any) to be paid to CAB



14. **ETCTA recurring grant** (Pages 101 - 134)

To resolve the payment of the recurring 3-year grant.

15. **Joint venture with Teignmouth Chamber of Commerce**

To look at an “animal trail” in teignmouth (same idea as the gorilla trail that was in Torbay) where 10+ animals are placed around the town to encourage people from the beach and into town by following the trail. Individual businesses could for example sponsor the decoration of each animal.

We would need to seek landowners’ permission for the sighting of the animals hopefully mainly DCC or TDC.

To authorise the clerk in association with the chamber of commerce to use a startup fund of £2,000 to investigate and instigate the scheme if it proves viable. Funds to be vired from the grants budget.

16. **Summer entertainment**

To resolve how to spend the £5,000 allocated budget.

Recommendation is 50% to previous contractor and 50% to an alternative contractor.

Together with a location split of 50% seafront and 50% in town.

The costs received for a “Punch and Judy” contractor are £200 per day with shows at 12:00, 14:00 & 15:30 therefore we could get 12 days for 50% of budget and operate at different location in the town and seafront.

## TEIGNMOUTH TOWN COUNCIL

### Minutes of a Meeting of the Finance Committee

held at **Teignmouth Town Council, Bitton House, Bitton Park Road, Teignmouth, TQ149DF** on  
**Thursday, 19th January, 2023 at 3.00 pm**

**Present:**

Councillors J Atkins (Chair) and R Ash, I Palmer, C Williams.

**Absent:**

J Orme

**Officers In attendance:**

Iain Wedlake

**39 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Orme

**Resolved** that the apology be noted.

**40 DECLARATIONS OF INTEREST**

None were received.

**41 DISPENSATIONS**

There were no dispensations.

**42 MINUTES**

Members considered the minutes of the Finance meeting held on 25<sup>th</sup> November 2023.

**Resolved** that the minutes of the Finance meetings held on 25<sup>th</sup> November be approved and signed as a correct and accurate record of the meeting.

Proposed Cllr Palmer Seconded Cllr C Williams Unanimous

**43 REVISE 3 COUNCILLOR SIGNATURES FOR CCLA ACCOUNT**

It was resolved to add Cllr Atkins and Cllr C Williams to replace the 2 signatures required.

Proposed Cllr Palmer Seconded Cllr Ash Unanimous

**44 CHANGE OF BANKS**

It was resolved to authorise the Clerk and Locum RFO in consultation with the chair of finance to move our bank accounts and debit cards to a more satisfactory provider preferably before the financial year end.

Proposed Cllr Atkins Seconded Cllr Williams Unanimous

**45 REVIEW OF FEES AND CHARGES FOR 01/04 IMPLEMENTATION**

Given the green shoots of recovery it was agreed to leave all fees and charges unaltered, Parking charges will be covered in the parking report due on 6<sup>th</sup> February at Assets & Facilities committee.

Proposed Cllr Palmer Seconded Cllr C Williams Unanimous

**46 GRANTS, STANDING LONGER TERM GRANTS**

A representation was received from Helen Mouat regarding CAB

Officers would check with TDC as to the future of the shop mobility premises in Quay Road should there be any possibility of housing CAB and report back.

Proposed Cllr Atkins Seconded Cllr Ash Unanimous

**47 SUMMER ENTERTAINMENT**

A Presentations were received from Mr Lidington re summer entertainment.

It was resolved that officers look for summer entertainment options split across the seafront and the town within the budget set and report back so a decision could be made.

Proposed Cllr Atkins Seconded Cllr Ash Unanimous

**48 REVIEW OF FINANCIAL REGULATIONS AND GRANTS**

It was resolved that all limits in the financial regulations be lifted in line with inflation by 10% (rounded).

It was also resolved that the new grants policy as presented should be adopted.

Proposed Cllr Palmer Seconded Cllr C Williams Unanimous

Date of Next meeting 24<sup>th</sup> April 2023



The meeting was closed by the Chairman at 17:15

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Cllr Atkins, Chair

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## **Teignmouth Town Council**

*Internal Audit Report: First interim 2022-23*

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*Stuart J Pollard*

*Auditing Solutions Ltd*

## **Background**

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2022-23 financial year, during our first interim review, which took place both remotely at our offices and during our onsite visit on 25<sup>th</sup> October 2022. We thank the Clerk and his staff in assisting the process, providing all requested documentation to facilitate the conduct of this first review for the year in either hard copy or electronic format.

## **Internal Audit Approach**

In commencing our review, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover, as applied to all clients, is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'IA Certificate' in the Council's AGAR, which requires independent assurance over a selection of internal control objectives.

We have also reviewed progress on implementation of our previous report recommendations and are pleased to acknowledge the progress being made to address them. As previously, we ask that the report be presented to members with responses / detail of action taken to the recommendations duly advised to us in advance of our final review.

We will update this report following our future review visits, the dates of which have yet to be agreed, although the next is currently anticipated to take place in February 2023.

## **Overall Conclusion**

We note that action is being taken to steadily improve controls as detailed in the following report and will continue to monitor progress at future review visits. In order that certain issues are not overlooked, we have reiterated detail, with resultant recommendations in the body of this report with those recommendations further summarised in the appended Action Plan for ease of officers' and members' reference.

# Detailed Report

## Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbooks and financial ledgers maintained in-house by the Locum Responsible Financial Officer (RFO). The Council uses the Rialtas Omega accounting software to maintain its financial records with three bank accounts in use at Barclays, the Current and Business Savings Accounts being combined in a single Omega cash book, whilst a further account is operated in a separate cashbook. We noted previously that, following our recommendation, a significant balance (£0.5 million) was transferred to the CCLA Deposit Fund with transactions duly recorded in a further Omega cashbook.

To assess the adequacy, accuracy and appropriateness of transactions to date in 2022-23, we have:

- Ensured the accurate carry forward of the prior year closing balances, as reported in the year's AGAR, as opening balances in the accounting software for 2022-23;
- Ensured that an appropriate coding structure remains in place to facilitate reporting of budgetary performance throughout the year;
- Ensured that the Omega ledgers remain in balance as at 30<sup>th</sup> September 2022;
- Verified the combined Current and Business Savings Account transactions in the cashbook for April and September 2022 by reference to supporting bank statements, also verifying detail of inter-account transfers between the two accounts for those months;
- Noted that interest is received monthly on the CCLA account and is automatically paid into the Barclays account leaving the deposited balance in the cashbook unaltered to date this year: we have confirmed detail of the interest earned to date in 2022-23 to the CCLA supporting statements;
- Noted that no transactions have occurred on the third Barclays account for the year to date; and
- Verified the accuracy of bank reconciliations on all accounts as of 30<sup>th</sup> April and September 2022.

### *Conclusions and recommendations*

*We are pleased to note that bank reconciliations are prepared routinely at each month-end, although they have not, contrary to the requirements of the adopted Financial Regulations (FRs - Para 2.2 refers), been subjected to routine scrutiny and sign-off by a non-signatory: neither have the bank statements been signed-off as is also required by the FRs.*

*In examining the bank reconciliations, we noted two recorded "adjustments to the reconciliation" of £0.02 and £0.80. Given the low volume of these "balancing" transactions, we suggest that they be cleared with appropriate adjusting entries in the cashbook.*

*We will, at our future reviews, check two further months' transactions, including those for March 2023, together with relevant bank reconciliation detail on each account, also ensuring the accurate disclosure of the combined cash and bank balances in the Accounts and AGAR at Section 2, Box 8 at our final review visit.*

- R1. *In accordance with the requirements of the adopted Financial Regulations (Para 2,2 refers), bank reconciliations should be subjected to at least quarterly scrutiny and sign-off by a non-cheque signing councillor.*
- R2. *Similarly, the supporting bank statements should be signed-off / initialled, together with the cashbooks' final pages as evidence of completion of the review and agreement of the statements and closing cashbook balance to that on the reconciliation.*
- R3. *The two "balancing" entries in the reconciliation as at 30<sup>th</sup> September 2022 should be cleared with appropriate entries in the cashbook.*

## **Review of Corporate Governance**

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain, given that we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. We also aim to ensure that appropriate policies, procedures and protocols are in place to prevent and provide a reasonable assurance of the detection of any fraudulent or corrupt activity.

We have commenced our review of the Council's minutes examining those to date in 2022-23 to establish whether or not any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability and are pleased to record that no such concerns appear to exist currently.

We have recorded previously that the Council's SOs and FRs were reviewed and re-adopted in May 2020 to reflect the necessary changes in Council working arrangements in the light of the Covid situation, both also now being in line with the latest published NALC model documents: we suggest that, in line with best practice, they should be subjected as a minimum to alternate year scrutiny and formal re-adoption.

We note that the external auditors have completed their review of the 2021-22 AGAR signing it off with no significant adverse comments reported.

### ***Conclusions and recommendation***

***We are pleased to record that no issues of concern arise in this review area currently, although, as above, we suggest that SOs and FRs are reviewed and formally re-adopted every other year: we shall continue to monitor the Council's approach to governance issues at future reviews, also reviewing future meeting minutes.***

- R4. *The Council's Standing Orders and Financial Regulations should, as a minimum and in line with best practice, be subjected to review every other year to ensure that remain appropriate to the Council's requirements any changes in legislation.*

## **Review of Expenditure**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;

- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have again reviewed the procedures in place for the approval of payments and their release with the Locum RFO and are pleased to record that we consider them generally appropriate for purpose with a schedule of monthly payments for release generated through the Omega cashbook suite of programmes. This, together with scanned copies of the purchase invoices are then issued by email to a reviewing councillor who acknowledges and approves payment by email. We consider that a slightly more formalised approach should be taken with a hard copy of the payment schedule produced and annotated with a statement confirming review and agreement of the invoices for payment, which should be duly signed-off and dated. Hard copies of these signed documents should be retained on file for audit inspection.

In order to confirm the effectiveness of the control and governance arrangements over payments, we have selected a sample of individual payments processed for the year to 30<sup>th</sup> September 2022. As in prior years, our test sample includes all individual payments in excess of £2,500 plus a more random sample of every 40<sup>th</sup> payment listed in the cashbook in the year to the above date. The test sample includes 40 individual payments and totals £176,000 equating to 63% by value of non-pay related expenditure in the financial year to date with all the above criteria duly met.

### **Conclusions and recommendation**

***Whilst we have no significant concerns with the controls in place over the approval and release of funds, we consider that improved evidencing of the process should be implemented as indicated above with hard copy documentation retained on file confirming members scrutiny and approval of invoices for release.***

*R5. The evidencing of purchase invoice scrutiny and approval for payment should be improved, ideally with the Omega generated schedule of payments for release annotated with an appropriately worded and signed / dated certificate confirming satisfactory scrutiny and agreement of individual invoices to the schedule and their approval for release: the certified copy should be retained in hard copy format for audit scrutiny.*

## **Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

We noted in our final report for 2021-22 that the Council reviewed and re-adopted the formal risk register at its meeting in January 2022 and considered the document appropriate for the Council's present requirements. We take this opportunity to remind the Clerk and members of the Governance and Accountability Manual – "The Practitioner's Guide" requirement that risk assessments are reviewed and formally re-adopted at least once annually and will check for appropriate action at a future visit.

We have examined the Council's 2022-23 insurance policy schedule, noting that Employer's and Public Liability cover in place at £10 million and £15 million respectively, together with Fidelity Guarantee (FG) cover at £500,000 and Business Interruption – Loss of Revenue at £225,000, all of which we consider appropriate for the Council's present requirements.

### **Conclusions**

*We are pleased to report that no issues arise in this area currently: we will continue to monitor the Council's approach to risk management at future visits also ensuring compliance with the requirements of the Practitioner's Guide.*

## **Precept Determination and Budgetary Control**

We aim in this area to ensure that the Council has sound procedures in place for determining its annual budgetary and precept requirements, together with appropriate monitoring procedures to highlight any potential overspending or other significant variance as soon as it may become apparent.

This review took place in advance of any formal consideration and approval of the Council's budgetary and precept requirements for 2023-24: consequently, we shall review the outcome of Council's deliberations at our next review visit.

We note that progress is being made on the amendments to budgets for 2022-23 with retrospective amendments to the recording of expenditure in various areas to more appropriate nominal codes for 2021-22 to afford a meaningful comparison of spending between the two years. Consequently, we have not undertaken any detailed work in this area at this review visit but will do so at our next review, when, hopefully, all the necessary adjustments will have been actioned.

### **Conclusions**

*In line with the above, no work has been undertaken in this area as yet for 2022-23 but will be built into our programme of cover for the next review visit.*

## **Review of Income**

The Council receives income primarily by way of the annual precept, together with office rentals & room hire fees at Bitton House, toilet income collected on behalf of the Council and paid over as a standard contract sum each month, CIL moneys, grants, donations and VAT reclaims.

We have examined the Rialtas records controlling the hire of rooms at Bitton House in July 2022 by reference to the booking software ensuring that appropriately priced invoices have been raised and that they have been settled in a timely manner with no issues arising in that respect.

We have also examined the status of unpaid debts as at 30<sup>th</sup> September 2022 by reference to the "Sales Ledger – Unpaid invoices by date" report noting a number of uncleared debts dating back as far as January 2021: the report also reflects a number of "unmatched receipts". We have provided the Locum RFO with a copy of the report noting that she was aware of the position and is planning to actively pursue all long-standing debts and to also ensure that appropriate invoices are raised to cover the unmatched receipts. Consequently, no issues arise in this area currently, other than a



general recommendation to the effect that, in future, a more routine approach should be taken to the pursuance of long-standing debts, we shall revisit this area at our next review visit.

### ***Conclusions and recommendations***

***As above, we consider a system of regular and routine follow up of all outstanding debts should be implemented. We will undertake further work in this area at our next review visit.***

R6. *Action should be taken to actively pursue all longstanding debts with a routine system for their pursuance being implemented going forward. The existing “unmatched” receipts should be examined with appropriate corrective action take to clear them from the Sales Ledger unpaid invoices schedule.*

## **Petty Cash Account**

***The Council does not operate a petty cash account.***

## **Review of Staff Salaries**

In examining the Council’s payroll function, we aim to confirm that salaries are paid in line with the Council approved pay rates and that extant legislation is being appropriately observed as regards adherence to the requirements of HMRC legislation in relation to the deduction and payment over of income tax and NI contributions.

We have been provided with detail of the staff in post, together with their spinal point on the National NJC scale and contracted basic weekly working hours. Consequently, we have checked to ensure that all staff monthly gross salaries paid in October 2022 correspond to the Council agreed salary rates for each with no issues arising. We have also ensured that the tax, NI and pension contributions have been deducted at the appropriate percentages.

The Council continues to use the services of Teignbridge District Council (TDC) to prepare the monthly payroll and physically pay staff their salaries, together with payments to HMRC and the Pension Fund Administrators, recharging the Council each month with the total gross cost to the Council with a standing order of £11,000 and the balance invoiced separately by TDC. TDC have again provided us with detail of each staff member’s Tax Code to facilitate our verification of the tax deductions applied in the October 2022 payroll.

We note that the Clerk is considering use of an alternative payroll provider following a number of recent difficulties and have made one or two suggestions for possible suppliers.

### ***Conclusions and recommendation***

***As previously, we still consider that, as the employer of the staff, the Council should be provided routinely with copies of payslips and all other relevant documentation supporting the payments made to staff, HMRC and the Pension Fund Administrators, as without that documentation, the Council cannot effectively verify the amounts paid to TDC each month.***

R7. *As the employer of staff and in order that the Council may effectively verify the charges made by TDC for staff pay, tax, NI and pension contributions, appropriate supporting documentation should be provided routinely to the Town Council.*

## **Investments and Loans**

We are pleased to note that an updated Investment Strategy document has been drafted and will be presented to a Finance Committee meeting in the near future for formal consideration and adoption. Once adopted, we will review the finished document and assess its appropriateness for the Council's ongoing requirements reporting our conclusions accordingly.

The Council has no loans in place either repayable by itself or to it from external bodies: consequently, zero values will again be required to be recorded in the relevant boxes of Section 2 of the year's AGAR.

### ***Conclusions***

***We are pleased to record that no issues arise in this area currently.***

Rec. No	Recommendation	Response
<b>Review of Accounting Arrangements and Bank Reconciliations</b>		
R1	In accordance with the requirements of the adopted Financial Regulations (Para 2,2 refers), bank reconciliations should be subjected to at least quarterly scrutiny and sign-off by a non-cheque signing councillor.	
R2	Similarly, the supporting bank statements should be signed-off / initialled, together with the cashbooks' final pages as evidence of completion of the review and agreement of the statements and closing cashbook balance to that on the reconciliation.	
R3	The two "balancing" entries in the reconciliation as at 30 <sup>th</sup> September 2022 should be cleared with appropriate entries in the cashbook.	
<b>Review of Corporate Governance</b>		
R4	The Council's Standing Orders and Financial Regulations should, as a minimum and in line with best practice, be subjected to review every other year to ensure that remain appropriate to the Council's requirements any changes in legislation.	
<b>Review of Expenditure</b>		
R5	The evidencing of purchase invoice scrutiny and approval for payment should be improved, ideally with the Omega generated schedule of payments for release annotated with an appropriately worded and signed / dated certificate confirming satisfactory scrutiny and agreement of individual invoices to the schedule and their approval for release: the certified copy should be retained in hard copy format for audit scrutiny.	
<b>Review of Income</b>		
R6	Action should be taken to actively pursue all longstanding debts with a routine system for their pursuance being implemented going forward. The existing "unmatched" receipts should be examined with appropriate corrective action take to clear them from the Sales Ledger unpaid invoices schedule.	
<b>Review of Staff Salaries</b>		
R7	As the employer of staff and in order that the Council may effectively verify the charges made by TDC for staff pay, tax, NI and pension contributions, appropriate supporting documentation should be provided routinely to the Town Council.	

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# **Teignmouth Town Council**

*Internal Audit Report: Interim update 2022-23*

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*Stuart J Pollard*

*Auditing Solutions Ltd*

## **Background**

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This report sets out the work undertaken in relation to the 2022-23 financial year, during our two interim reviews, which took place both remotely at our offices and during our onsite visits on 25<sup>th</sup> October 2022 and 22<sup>nd</sup> February 2023. We thank the Clerk and his staff in assisting the process, providing all requested documentation to facilitate the conduct of this year's review in either hard copy or electronic format.

## **Internal Audit Approach**

In conducting our review, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover, as applied to all clients, is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'IA Certificate' in the Council's AGAR, which requires independent assurance over a selection of internal control objectives.

We have also reviewed progress on implementation of previous report recommendations and are pleased to acknowledge the progress being made to address them, although certain areas still remain to be fully and finally addressed: we have reflected the current status of action on those in the following detailed report with the resultant recommendations recorded as "live" items in order that they are not overlooked. As previously, we ask that the report be presented to members with responses / detail of action taken to the recommendations duly advised to us in due course and in advance of our final review.

We will update this report following our final review, which we intend to undertake remotely as only two further month's transactions will require examination, together with the review of a few other governance and financial areas such as the year's updated asset register.

## **Overall Conclusion**

We note that action is being taken to steadily improve controls as detailed in the following report and will continue to monitor progress at future review visits.

# Detailed Report

## Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbooks and financial ledgers maintained in-house by the Locum Responsible Financial Officer (RFO). The Council uses the Rialtas Omega accounting software to maintain its financial records with three bank accounts in use at Barclays, the Current and Business Savings Accounts being combined in a single Omega cash book, whilst a further account is operated in a separate cashbook, although no transactions, other than two mis-postings and their correction, have occurred on that account in the year to date. We noted previously that, following our recommendation, a significant balance (£0.5 million) was transferred to a CCLA Deposit Fund with transactions duly recorded in a further Omega cashbook: the monthly interest on that account is paid directly into the current account with the result that no movement appears on the CCLA Omega account detail in the year to date.

We note the actions being taken to move the Council's main banking arrangements to the Unity Bank, which it is intended will become functional from 1<sup>st</sup> April 2023.

To assess the adequacy, accuracy and appropriateness of transactions to date in 2022-23, we have:

- Ensured the accurate carry forward of the prior year closing balances, as reported in that year's AGAR, as opening balances in the accounting software for 2022-23;
- Ensured that an appropriate coding structure remains in place to facilitate reporting of budgetary performance throughout the year;
- Ensured that the Omega ledgers remain in balance as at 31<sup>st</sup> January 2023;
- Verified the combined Current and Business Savings Account transactions in the cashbook for April and September 2022 and January 2023 by reference to supporting bank statements, also verifying detail of inter-account transfers between the two accounts for those months;
- Noted that interest is received monthly on the CCLA account and is automatically paid into the Barclays account leaving the deposited balance in the cashbook unaltered to date this year: we have confirmed detail of the interest earned to date in 2022-23 to the CCLA supporting statements; and
- Verified the accuracy of bank reconciliations on all accounts as of 30<sup>th</sup> April and September 2022, plus 31<sup>st</sup> January 2023.

### **Conclusions and recommendations**

*We are pleased to note that bank reconciliations are prepared routinely at each month-end, although they have not, contrary to the requirements of the adopted Financial Regulations (FRs - Para 2.2 refers), been subjected to routine scrutiny and sign-off by a non-signatory councillor: neither have the bank statements been signed-off as is also required by the FRs. We understand that appropriate action will be taken in 2023-24 once the Unity Bank account(s) is / are in use and will review the process as part of our 2023-24 first interim review. We do, however, suggest that once in operation, either hard or scanned and electronically saved copies of the signed documents are retained for audit inspection.*

*In examining the bank reconciliations at our first review visit, we noted two recorded "adjustments to the reconciliation" of £0.02 and £0.80. Given the low value of these "balancing" transactions, we suggested that they be cleared with appropriate adjusting entries in the*

*cashbook: we note that the suggested adjustments remain to be actioned and urge that the entries are amended prior to the financial year-end closedown.*

*We will, at our final review, check March 2023 transactions, together with relevant bank reconciliation detail on each account, also ensuring the accurate disclosure of the combined cash and bank balances in the Accounts and AGAR at Section 2, Box 8.*

- R1. In accordance with the requirements of the adopted Financial Regulations (Para 2,2 refers), bank reconciliations should be subjected to at least quarterly scrutiny and sign-off by a non-cheque signing councillor.*
- R2. Similarly, the supporting bank statements should be signed-off / initialled, together with the cashbooks' final pages as evidence of completion of the review and agreement of the statements and closing cashbook balance to that on the reconciliation.*
- R3. The two "balancing" entries in the reconciliation still apparent on the reconciliation at 31<sup>st</sup> January 2023 should be cleared appropriately prior to the financial year-end closedown of the accounts.*

## **Review of Corporate Governance**

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain, given that we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. We also aim to ensure that appropriate policies, procedures and protocols are in place to prevent and provide a reasonable assurance of the detection of any fraudulent or corrupt activity.

We have continued our review of the Council's minutes examining those to date in 2022-23 to establish whether or not any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability and are pleased to record that no such concerns appear to exist currently.

We are pleased to note that the Council's SOs and FRs have been reviewed and re-adopted in February 2023, the latter with a 10% uplift in financial values also taking account of the recent clarification on the value for tender action in relation to the Public Contracts Regulations which require publication of contracts in excess of £30,000 (including VAT).

We note that the external auditors have completed their review of the 2021-22 AGAR signing it off with no significant adverse comments reported affecting certification of the 2022-23 AGAR Governance Statement.

### ***Conclusions and recommendation***

*We are pleased to record that no residual issues of concern arise in this review area currently following review and re-adoption of both SOs and FRs in February 2023. We shall continue to monitor the Council's approach to governance issues at future reviews, also reviewing future meeting minutes.*

- R4. The Council's Standing Orders and Financial Regulations should, as a minimum and in line with best practice, be subjected to review every other year to ensure that remain appropriate*



*to the Council's requirements any changes in legislation. Appropriate action has been taken to review, update and re-adopt both documents.*

## **Review of Expenditure**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

At our first visit for the year, we reviewed the procedures in place for the approval of payments and their release with the RFO and are pleased to record that we consider them generally appropriate for purpose with a schedule of monthly payments for release generated through the Omega cashbook suite of programmes. This, together with scanned copies of the purchase invoices are then issued by email to a reviewing councillor who acknowledges and approves payment by email. We consider that a slightly more formalised approach should be taken with either a hard or electronic copy of the payment schedule produced and signed by two councillors ideally with a statement confirming review and agreement of the invoices listed on the schedule as due for payment.

In order to confirm the effectiveness of the control and governance arrangements over payments, we have selected a sample of individual payments processed for the year to 31<sup>st</sup> January 2023. As in prior years, our test sample includes all individual payments in excess of £2,500 plus a more random sample of every 40<sup>th</sup> payment listed in the cashbook in the year to the above date. The test sample includes 62 individual payments and totals £247,000 equating to 63% by value of non-pay related expenditure in the financial year to date with all the above criteria duly met.

### ***Conclusions and recommendation***

***Whilst we have no significant concerns with the controls in place over the approval and release of funds. we suggested in our first report for the year that improved evidencing of the process should be implemented as indicated above with signed (by members) hard or electronic copy documentation retained on file confirming members scrutiny and approval of invoices for release. We also understand that improved recording of members review will be implemented following the move to Unity Bank with two members having to go "on-line" to physically release the payments. We will check on progress in this respect at our first review for 2023-24.***

***R5. The evidencing of purchase invoice scrutiny and approval for payment should be improved, ideally with the Omega generated schedule of payments for release annotated with an appropriately worded and signed / dated certificate confirming satisfactory scrutiny and agreement of individual invoices to the schedule and their approval for release: the certified copy should be retained in hard copy format for audit scrutiny.***

## Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

We noted in our final report for 2021-22 that the Council reviewed and re-adopted the formal risk register at its meeting in January 2022 and considered the document appropriate for the Council's requirements. We note that the document has, as yet, not been subjected to further review and formal re-adoption and take this opportunity to remind the Clerk and members of the Governance and Accountability Manual – "The Practitioner's Guide" requirement that risk assessments are reviewed and formally re-adopted at least once annually: we will, consequently, check for appropriate action at our final review.

We have examined the Council's 2022-23 insurance policy schedule, noting that Employer's and Public Liability cover in place at £10 million and £15 million respectively, together with Fidelity Guarantee (FG) cover at £500,000 and Business Interruption – Loss of Revenue at £225,000, all of which we consider appropriate for the Council's present requirements.

### *Conclusions and recommendation*

*We are pleased to report that no issues arise in this area currently other than to remind officers and members of the requirement for the risk registers to be reviewed and updated at least once annually to ensure compliance with the requirements of the Practitioner's Guide.*

*R6. The Council should undertake a review and formally re-adopt the financial risk register / assessment prior to 31<sup>st</sup> March 2023.*

## Precept Determination and Budgetary Control

We aim in this area to ensure that the Council has sound procedures in place for determining its annual budgetary and precept requirements, together with appropriate monitoring procedures to highlight any potential overspending or other significant variance as soon as it may become apparent.

We are pleased to note that the budget and precept for 2023-24 were formally approved, adopted and minuted as such at the December 2022 full Council meeting, the latter being set at £870,803.

We are again pleased to note that members continue to be provided with periodic financial performance reports during the year based on the Omega accounting software and have reviewed the position as at 31<sup>st</sup> January 2023 with no significant or unexplained / un-anticipated variances existing. We also note that, at that date, income stood at 97% of the year's approved budget whilst expenditure stood at 55%.

### *Conclusions*

*We are pleased to record that no issues arise in this area currently: we will undertake further work at our final review, examining the year-end budget outturn and assessing the ongoing appropriateness of retained reserves to finance the Council's ongoing commitments and development aspirations.*

## Review of Income

The Council receives income primarily by way of the annual precept, together with office rentals & room hire fees at Bitton House, toilet income collected on behalf of the Council and paid over as a standard contract sum each month, CIL moneys, grants, donations and VAT reclaims.

We have examined the Rialtas records controlling the hire of rooms at Bitton House in July 2022 by reference to the booking software ensuring that appropriately priced invoices have been raised and that they have been settled in a timely manner with no issues arising in that respect.

We have again examined the status of unpaid debts as at 31<sup>st</sup> January 2023 by reference to the “Sales Ledger – Unpaid invoices by date” report noting that a number of uncleared debts dating back as far as January 2021 remain on the accounts: the report also reflects a number of “unmatched receipts”. We have provided the Town Clerk with a copy of the report and understand that the RFO is aware of the position and is in the process of pursuing the long-standing debts and unmatched receipts. Consequently, no issues arise in this area currently, other than reminding the Town Clerk and RFO that, in future, a more routine approach should be taken to the pursuance of long-standing debts, we shall re-examine the position at our final review.

### *Conclusions and recommendations*

***As above, we consider a system of regular and routine follow up of all outstanding debts should be implemented. We will recheck progress in pursuing the above mentioned (and attached) outstanding debts at our final review.***

*R7. Urgent action should be taken to actively pursue all longstanding debts with a routine system for their follow-up being implemented going forward. The existing “unmatched” receipts should be examined with appropriate corrective action take to clear them from the Sales Ledger unpaid invoices schedule.*

## Petty Cash Account

***The Council does not operate a petty cash account.***

## Review of Staff Salaries

In examining the Council’s payroll function, we aim to confirm that salaries are paid in line with the Council approved pay rates and that extant legislation is being appropriately observed as regards adherence to the requirements of HMRC legislation in relation to the deduction and payment over of income tax and NI contributions.

We have been provided with detail of the staff in post, together with their spinal point on the National NJC scale and contracted basic weekly working hours. At our first visit, we checked to ensure that all staff monthly gross salaries paid in October 2022 corresponded to the Council agreed salary rates for each with no issues arising. We have also ensured that the tax, NI and pension contributions have been deducted at the appropriate rates.

The nationally agreed pay award for 2022-23 was implemented with the November 2022 salaries including arrears due from 1<sup>st</sup> April 2022. We have, consequently, checked the December 2022 payroll ensuring that the pay award has been accurately applied (due to the incidence of monthly

overtime for a number of employees we have been unable to readily verify the gross salaries paid in November 2022 to certain staff).

The Council continues to use the services of Teignbridge District Council (TDC) to prepare the monthly payroll and physically pay staff their salaries, together with payments to HMRC and the Pension Fund Administrators, recharging the Council each month with the total gross cost to the Council with a standing order of £11,000 and the balance invoiced separately by TDC. TDC have again provided us with detail of each staff member's Tax Code to facilitate our verification of the tax deductions applied in the October 2022 payroll.

We note that the Clerk is considering use of an alternative payroll provider following a number of recent difficulties and have made one or two suggestions for possible suppliers.

### ***Conclusions and recommendation***

***As previously, we still consider that, as the employer of the staff, the Council should be provided routinely with copies of payslips and all other relevant documentation supporting the payments made to staff, HMRC and the Pension Fund Administrators, as without that documentation, the Council cannot effectively or accurately verify the amounts paid to TDC each month.***

*R8. As the employer of staff and in order that the Council may effectively verify the charges made by TDC for staff pay, tax, NI and pension contributions, appropriate supporting documentation should be provided routinely to the Town Council.*

## **Investments and Loans**

We are pleased to note that an updated Investment Strategy document has been prepared and approved for adoption and have reviewed the resultant document which we consider appropriate for the Council's ongoing requirements.

The Council has no loans in place either repayable by itself or to it from external bodies: consequently, zero values will again be required to be recorded in the relevant boxes of Section 2 of the year's AGAR.

### ***Conclusions***

***We are pleased to record that no issues arise in this area currently.***

Rec. No	Recommendation	Response
<b>Review of Accounting Arrangements and Bank Reconciliations</b>		
R1	In accordance with the requirements of the adopted Financial Regulations (Para 2,2 refers), bank reconciliations should be subjected to at least quarterly scrutiny and sign-off by a non-cheque signing councillor.	
R2	Similarly, the supporting bank statements should be signed-off / initialled, together with the cashbooks' final pages as evidence of completion of the review and agreement of the statements and closing cashbook balance to that on the reconciliation.	
R3	The two "balancing" entries in the reconciliation still apparent on the reconciliation at 31 <sup>st</sup> January 2023 should be cleared appropriately prior to the financial year-end closedown of the accounts.	
<b>Review of Corporate Governance</b>		
R4	The Council's Standing Orders and Financial Regulations should, as a minimum and in line with best practice, be subjected to review every other year to ensure that remain appropriate to the Council's requirements any changes in legislation.	<i>Appropriate action has been taken to review, update and re-adopt both documents.</i>
<b>Review of Expenditure</b>		
R5	The evidencing of purchase invoice scrutiny and approval for payment should be improved, ideally with the Omega generated schedule of payments for release annotated with an appropriately worded and signed / dated certificate confirming satisfactory scrutiny and agreement of individual invoices to the schedule and their approval for release: the certified copy should be retained in hard copy format for audit scrutiny.	
<b>Assessment and Management of Risk</b>		
R6	The Council should undertake a review and formally re-adopt the financial risk register / assessment prior to 31 <sup>st</sup> March 2023.	
<b>Review of Income</b>		
R7	Urgent action should be taken to actively pursue all longstanding debts with a routine system for their follow-up being implemented going forward. The existing "unmatched" receipts should be examined with appropriate corrective action take to clear them from the Sales Ledger unpaid invoices schedule.	
<b>Review of Staff Salaries</b>		
R8	As the employer of staff and in order that the Council may effectively verify the charges made by TDC for staff pay, tax, NI and pension contributions, appropriate supporting documentation should be provided routinely to the Town Council.	

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Detailed Income & Expenditure by Budget Heading 19/04/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 Civic and Democratic</b>								
1076 Precept	0	791,639	791,639	0			100.0%	
1080 Bank Interest Received	3,001	11,985	6,600	(5,385)			181.6%	
1100 Grants Received	0	2,977	0	(2,977)			0.0%	
1410 Fees & Charges	0	9	0	(9)			0.0%	
1430 Allotments	0	260	260	0			100.0%	
1500 Sundry/Misc	0	16,442	16,442	(0)			100.0%	
Civic and Democratic :- Income	<b>3,001</b>	<b>823,313</b>	<b>814,941</b>	<b>(8,372)</b>			<b>101.0%</b>	<b>0</b>
4065 Training - Cllr	0	0	250	250		250	0.0%	
4090 Professional Fees	0	3,380	3,500	120		120	96.6%	
4100 Grants - Non S 137	0	1,500	15,000	13,500		13,500	10.0%	
4150 Mayoral Allowance	0	1,344	3,200	1,856		1,856	42.0%	
4170 Advertising	0	291	350	59		59	83.2%	
4280 Decorative Features	0	75	0	(75)		(75)	0.0%	
4340 Rent	0	88	88	(0)		(0)	100.4%	
4350 Maintenance - Reactive	0	746	750	4		4	99.5%	
4421 Car Park	5	5	0	(5)		(5)	0.0%	
4425 Installation	0	7,549	7,549	0		0	100.0%	
4450 Consumables	466	801	150	(651)		(651)	534.0%	
4510 External Audit	0	1,600	1,600	0		0	100.0%	
4520 Internal Audit	0	1,300	1,200	(100)		(100)	108.3%	
4570 Subscriptions/Licences	92	12,005	13,000	995		995	92.3%	
4580 Postage and Shipping	0	105	150	45		45	70.3%	
4620 Stationery	15	473	500	27		27	94.6%	
4640 Bank Charges	15	123	100	(23)		(23)	123.2%	
4645 Electronic Payment Commission	5	57	25	(32)		(32)	228.7%	
4660 Insurance	0	7,755	7,650	(105)		(105)	101.4%	
4710 Health and Safety	0	2,261	2,300	39		39	98.3%	
4715 Security	0	11	0	(11)		(11)	0.0%	
4720 Equipment	0	1,638	1,700	62		62	96.4%	
4870 Neighbourhood Plan	0	10,157	0	(10,157)		(10,157)	0.0%	
Civic and Democratic :- Indirect Expenditure	<b>597</b>	<b>53,267</b>	<b>59,062</b>	<b>5,795</b>	<b>0</b>	<b>5,795</b>	<b>90.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,404</b>	<b>770,046</b>	<b>755,879</b>	<b>(14,167)</b>				
<b>140 DO NOT USE Parking Income</b>								
1340 Car Park Permits	(63)	0	0	0			0.0%	
DO NOT USE Parking Income :- Income	<b>(63)</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
<b>Net Income</b>	<b>(63)</b>	<b>0</b>	<b>0</b>	<b>0</b>				

## Detailed Income &amp; Expenditure by Budget Heading 19/04/2023

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>210 Staff</b>								
1500 Sundry/Misc	363	363	0	(363)			0.0%	
<b>Staff :- Income</b>	<b>363</b>	<b>363</b>	<b>0</b>	<b>(363)</b>				<b>0</b>
4000 Salaries	34,071	220,250	220,000	(250)		(250)	100.1%	
4055 Training - Staff	150	3,454	4,000	546		546	86.3%	
4060 Travel and Subsistence Staff	0	709	1,000	291		291	70.9%	
4090 Professional Fees	2,977	33,957	40,000	6,043		6,043	84.9%	
4450 Consumables	0	54	50	(4)		(4)	107.9%	
4530 Clothing	10	854	1,000	146		146	85.4%	
4660 Insurance	0	1,014	1,014	(0)		(0)	100.0%	
4710 Health and Safety	0	342	400	58		58	85.5%	
4715 Security	0	15	20	5		5	73.8%	
4720 Equipment	0	10	10	(0)		(0)	104.0%	
<b>Staff :- Indirect Expenditure</b>	<b>37,208</b>	<b>260,659</b>	<b>267,494</b>	<b>6,835</b>	<b>0</b>	<b>6,835</b>	<b>97.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(36,845)</b>	<b>(260,296)</b>	<b>(267,494)</b>	<b>(7,198)</b>				
<b>240 Events</b>								
1330 Equipment Hire	0	312	500	188			62.4%	
1500 Sundry/Misc	1,750	1,875	0	(1,875)			0.0%	
1670 Donations	0	674	650	(24)			103.7%	
<b>Events :- Income</b>	<b>1,750</b>	<b>2,860</b>	<b>1,150</b>	<b>(1,710)</b>			<b>248.7%</b>	<b>0</b>
4090 Professional Fees	0	0	1,000	1,000		1,000	0.0%	
4202 Xmas Lights Switch On	0	3,127	5,000	1,873		1,873	62.5%	
4203 Contracted Events	0	5,000	5,000	0		0	100.0%	
4204 Teignmouth in Bloom	0	1,500	2,000	500		500	75.0%	
4206 Remembrance	0	467	500	33		33	93.4%	
4207 Teignmouth & Shaldon Fireworks	0	3,735	3,100	(635)		(635)	120.5%	
4210 Mayor's Event	281	2,329	2,650	321		321	87.9%	
4212 TiB Gardening Workshop	0	352	500	149		149	70.3%	
4232 Queens Platinum Jubilee	0	9,484	12,000	2,516		2,516	79.0%	
4234 Kings Coronation	(1,578)	0	0	0		0	0.0%	
4340 Rent	77	890	940	50		50	94.6%	
4350 Maintenance - Reactive	0	100	50	(50)		(50)	199.7%	
4450 Consumables	0	27	10	(17)		(17)	269.0%	
4570 Subscriptions/Licences	0	321	750	429		429	42.8%	
4620 Stationery	44	44	0	(44)		(44)	0.0%	
4660 Insurance	0	130	130	(0)		(0)	100.4%	
4710 Health and Safety	0	189	250	61		61	75.5%	
4720 Equipment	79	1,879	1,750	(129)		(129)	107.4%	



## Detailed Income &amp; Expenditure by Budget Heading 19/04/2023

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4730 Equipment Repairs	0	50	100	50		50	50.3%	
4750 Waste Disposal	0	0	150	150		150	0.0%	
Events :- Indirect Expenditure	<b>(1,096)</b>	<b>29,624</b>	<b>35,880</b>	<b>6,256</b>	<b>0</b>	<b>6,256</b>	<b>82.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,846</b>	<b>(26,764)</b>	<b>(34,730)</b>	<b>(7,966)</b>				
<b>290 IT Voice</b>								
4425 Installation	0	0	1,000	1,000		1,000	0.0%	
4570 Subscriptions/Licences	138	2,659	2,000	(659)		(659)	133.0%	
4660 Insurance	0	14	14	0		0	98.6%	
4720 Equipment	(4)	257	250	(7)		(7)	103.0%	
4820 Maintenance Planned	0	175	175	0		0	100.0%	
IT Voice :- Indirect Expenditure	<b>135</b>	<b>3,106</b>	<b>3,439</b>	<b>333</b>	<b>0</b>	<b>333</b>	<b>90.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(135)</b>	<b>(3,106)</b>	<b>(3,439)</b>	<b>(333)</b>				
<b>300 IT Data</b>								
4350 Maintenance - Reactive	0	764	800	36		36	95.5%	
4425 Installation	0	1,995	0	(1,995)		(1,995)	0.0%	
4450 Consumables	(259)	(43)	130	173		173	(33.2%)	
4570 Subscriptions/Licences	1,230	11,199	10,000	(1,199)		(1,199)	112.0%	
4580 Postage and Shipping	0	16	24	8		8	67.5%	
4620 Stationery	0	19	19	(0)		(0)	101.8%	
4660 Insurance	0	116	116	0		0	99.9%	
4720 Equipment	31	1,619	2,000	381		381	81.0%	
4730 Equipment Repairs	0	7	10	3		3	74.9%	
4820 Maintenance Planned	0	2,180	2,500	320		320	87.2%	
IT Data :- Indirect Expenditure	<b>1,002</b>	<b>17,873</b>	<b>15,599</b>	<b>(2,274)</b>	<b>0</b>	<b>(2,274)</b>	<b>114.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,002)</b>	<b>(17,873)</b>	<b>(15,599)</b>	<b>2,274</b>				
<b>310 Bitton House</b>								
1310 Rent	2,786	32,939	33,200	261			99.2%	
1320 Room Hire	1,034	5,525	3,500	(2,025)			157.8%	
1340 Car Park Permits	98	98	0	(98)			0.0%	
1350 Weddings	(725)	2,159	1,500	(659)			143.9%	
1500 Sundry/Misc	0	72	0	(72)			0.0%	
Bitton House :- Income	<b>3,193</b>	<b>40,793</b>	<b>38,200</b>	<b>(2,593)</b>			<b>106.8%</b>	<b>0</b>
4090 Professional Fees	2,008	3,491	5,000	1,509		1,509	69.8%	
4170 Advertising	0	83	83	0		0	100.0%	

## Detailed Income &amp; Expenditure by Budget Heading 19/04/2023

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4280 Decorative Features	0	0	70	70		70	0.0%	
4290 Electricity	1,531	6,750	8,000	1,250		1,250	84.4%	
4310 Gas	771	3,824	5,500	1,676		1,676	69.5%	
4320 Water	87	2,762	5,000	2,238		2,238	55.2%	
4330 NNDR	0	6,612	6,612	0		0	100.0%	
4340 Rent	77	1,034	940	(94)		(94)	110.0%	
4350 Maintenance - Reactive	388	2,743	2,500	(243)		(243)	109.7%	
4370 Cleaning	0	8,463	9,000	537		537	94.0%	
4375 Cleaning Materials	30	155	100	(55)		(55)	154.5%	
4425 Installation	609	6,577	1,600	(4,977)		(4,977)	411.1%	
4450 Consumables	66	1,237	1,000	(237)		(237)	123.7%	
4570 Subscriptions/Licences	17	1,527	1,750	223		223	87.3%	
4580 Postage and Shipping	0	9	0	(9)		(9)	0.0%	
4660 Insurance	0	3,352	2,184	(1,168)		(1,168)	153.5%	
4710 Health and Safety	10,078	11,772	10,000	(1,772)		(1,772)	117.7%	
4715 Security	87	14,617	15,000	383		383	97.4%	
4720 Equipment	197	2,721	1,000	(1,721)		(1,721)	272.1%	
4730 Equipment Repairs	15	24	100	76		76	24.1%	
4750 Waste Disposal	167	1,576	1,500	(76)		(76)	105.1%	
4820 Maintenance Planned	294	7,129	10,000	2,871		2,871	71.3%	
<b>Bitton House :- Indirect Expenditure</b>	<b>16,422</b>	<b>86,455</b>	<b>86,939</b>	<b>484</b>	<b>0</b>	<b>484</b>	<b>99.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(13,228)</b>	<b>(45,662)</b>	<b>(48,739)</b>	<b>(3,077)</b>				
<b>320 Bitton Park</b>								
1410 Fees & Charges	4,294	6,180	6,000	(180)			103.0%	
1500 Sundry/Misc	0	917	0	(917)			0.0%	
<b>Bitton Park :- Income</b>	<b>4,294</b>	<b>7,097</b>	<b>6,000</b>	<b>(1,097)</b>			<b>118.3%</b>	<b>0</b>
4090 Professional Fees	854	1,349	3,000	1,651		1,651	45.0%	
4280 Decorative Features	0	7,800	8,250	450		450	94.5%	
4330 NNDR	0	1,796	0	(1,796)		(1,796)	0.0%	
4350 Maintenance - Reactive	0	2,672	2,500	(172)		(172)	106.9%	
4421 Car Park	0	13,368	14,000	632		632	95.5%	
4425 Installation	0	0	500	500		500	0.0%	
4450 Consumables	0	0	100	100		100	0.0%	
4570 Subscriptions/Licences	28	40	0	(40)		(40)	0.0%	
4710 Health and Safety	646	646	1,000	354		354	64.6%	
4715 Security	0	47	0	(47)		(47)	0.0%	
4720 Equipment	0	70	0	(70)		(70)	0.0%	
4750 Waste Disposal	210	367	350	(17)		(17)	104.7%	

## Detailed Income &amp; Expenditure by Budget Heading 19/04/2023

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4820 Maintenance Planned	0	3,195	4,000	805		805	79.9%	
Bitton Park :- Indirect Expenditure	<u>1,738</u>	<u>31,351</u>	<u>33,700</u>	<u>2,349</u>	<u>0</u>	<u>2,349</u>	<u>93.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>2,556</u>	<u>(24,253)</u>	<u>(27,700)</u>	<u>(3,447)</u>				
<b>325 Bitton Community Units</b>								
4090 Professional Fees	1,751	1,751	25,000	23,249		23,249	7.0%	
4421 Car Park	0	0	6,000	6,000		6,000	0.0%	
4660 Insurance	0	0	250	250		250	0.0%	
Bitton Community Units :- Indirect Expenditure	<u>1,751</u>	<u>1,751</u>	<u>31,250</u>	<u>29,499</u>	<u>0</u>	<u>29,499</u>	<u>5.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(1,751)</u>	<u>(1,751)</u>	<u>(31,250)</u>	<u>(29,499)</u>				
<b>330 Town</b>								
1210 Memorial Benches - New	0	18,217	20,000	1,783			91.1%	
1215 Memorial Benches - Refurb	0	25	0	(25)			0.0%	
1330 Equipment Hire	0	0	450	450			0.0%	
1410 Fees & Charges	0	0	2,400	2,400			0.0%	
1440 CIL Receipts	0	1,879	1,879	0			100.0%	
1550 DCC Grass Verge Contributions	0	1,047	1,047	0			100.0%	
Town :- Income	<u>0</u>	<u>21,167</u>	<u>25,776</u>	<u>4,609</u>			<u>82.1%</u>	<u>0</u>
4090 Professional Fees	0	55	350	295		295	15.7%	
4235 Catenary Wires Removal	0	1,400	2,500	1,100		1,100	56.0%	
4280 Decorative Features	0	30,597	29,000	(1,597)		(1,597)	105.5%	
4290 Electricity	0	1,304	1,500	196		196	86.9%	
4350 Maintenance - Reactive	31	404	400	(4)		(4)	101.0%	
4450 Consumables	0	134	200	66		66	67.0%	
4570 Subscriptions/Licences	0	70	500	430		430	14.0%	
4660 Insurance	0	99	100	1		1	99.1%	
4710 Health and Safety	0	650	650	0		0	100.0%	
4730 Equipment Repairs	0	400	0	(400)		(400)	0.0%	
4815 Memorial Bench New	0	10,590	17,000	6,410		6,410	62.3%	
4816 Memorial Bench Refurbishment	0	14,165	15,000	835		835	94.4%	
4820 Maintenance Planned	0	3,402	3,500	98		98	97.2%	
5000 Transfer from EMR	(119)	(119)	0	119		119	0.0%	
Town :- Indirect Expenditure	<u>(88)</u>	<u>63,151</u>	<u>70,700</u>	<u>7,549</u>	<u>0</u>	<u>7,549</u>	<u>89.3%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>88</u>	<u>(41,984)</u>	<u>(44,924)</u>	<u>(2,940)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 19/04/2023

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>340 CCTV</b>								
4290 Electricity	161	712	250	(462)		(462)	284.6%	
4330 NNDR	0	836	836	0		0	100.0%	
4340 Rent	0	2,016	2,040	24		24	98.8%	
4350 Maintenance - Reactive	0	324	0	(324)		(324)	0.0%	
4370 Cleaning	100	602	900	298		298	66.9%	
4425 Installation	0	956	0	(956)		(956)	0.0%	
4450 Consumables	0	45	50	5		5	89.5%	
4570 Subscriptions/Licences	0	265	260	(5)		(5)	102.1%	
4660 Insurance	0	292	267	(25)		(25)	109.4%	
4710 Health and Safety	31	391	250	(141)		(141)	156.4%	
4715 Security	0	416	300	(116)		(116)	138.7%	
4720 Equipment	0	244	30,000	29,756		29,756	0.8%	
4730 Equipment Repairs	0	0	200	200		200	0.0%	
4750 Waste Disposal	725	725	0	(725)		(725)	0.0%	
4820 Maintenance Planned	0	860	1,000	140		140	86.0%	
5000 Transfer from EMR	0	0	(30,000)	(30,000)		(30,000)	0.0%	
<b>CCTV :- Indirect Expenditure</b>	<b>1,017</b>	<b>8,683</b>	<b>6,353</b>	<b>(2,330)</b>	<b>0</b>	<b>(2,330)</b>	<b>136.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,017)</b>	<b>(8,683)</b>	<b>(6,353)</b>	<b>2,330</b>				
<b>410 Point Toilets</b>								
4090 Professional Fees	0	0	2,500	2,500		2,500	0.0%	
4290 Electricity	0	0	250	250		250	0.0%	
4320 Water	(21)	2,316	3,000	684		684	77.2%	
4350 Maintenance - Reactive	40	613	500	(113)		(113)	122.5%	
4370 Cleaning	628	10,884	13,500	2,616		2,616	80.6%	
4375 Cleaning Materials	0	53	125	72		72	42.7%	
4425 Installation	0	22	0	(22)		(22)	0.0%	
4450 Consumables	206	1,129	1,000	(129)		(129)	112.9%	
4660 Insurance	0	144	144	(0)		(0)	100.2%	
4710 Health and Safety	15	15	0	(15)		(15)	0.0%	
4715 Security	0	42	100	58		58	42.0%	
4730 Equipment Repairs	0	0	100	100		100	0.0%	
4750 Waste Disposal	0	140	300	160		160	46.6%	
4820 Maintenance Planned	0	87	150	63		63	58.2%	
<b>Point Toilets :- Indirect Expenditure</b>	<b>868</b>	<b>15,445</b>	<b>21,669</b>	<b>6,224</b>	<b>0</b>	<b>6,224</b>	<b>71.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(868)</b>	<b>(15,445)</b>	<b>(21,669)</b>	<b>(6,224)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 19/04/2023

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>420 Eastcliff Toilets</b>								
1150 Agency Receipts	1,183	14,200	14,200	0			100.0%	
Eastcliff Toilets :- Income	<b>1,183</b>	<b>14,200</b>	<b>14,200</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4090 Professional Fees	0	0	2,500	2,500		2,500	0.0%	
4320 Water	144	1,120	1,000	(120)		(120)	112.0%	
Eastcliff Toilets :- Indirect Expenditure	<b>144</b>	<b>1,120</b>	<b>3,500</b>	<b>2,380</b>	<b>0</b>	<b>2,380</b>	<b>32.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,040</b>	<b>13,080</b>	<b>10,700</b>	<b>(2,380)</b>				
<b>430 Jubilee Shelter Toilets</b>								
1150 Agency Receipts	1,183	14,200	14,200	0			100.0%	
Jubilee Shelter Toilets :- Income	<b>1,183</b>	<b>14,200</b>	<b>14,200</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4290 Electricity	0	893	1,000	107		107	89.3%	
4320 Water	0	(4,998)	1,000	5,998		5,998	(499.8%)	
4350 Maintenance - Reactive	3	154	200	46		46	77.0%	
4370 Cleaning	628	10,884	13,500	2,616		2,616	80.6%	
4375 Cleaning Materials	0	53	125	72		72	42.7%	
4450 Consumables	206	1,101	1,000	(101)		(101)	110.1%	
4660 Insurance	0	44	44	0		0	99.8%	
4710 Health and Safety	31	558	700	142		142	79.7%	
4715 Security	0	0	50	50		50	0.0%	
4730 Equipment Repairs	0	0	100	100		100	0.0%	
4750 Waste Disposal	0	140	300	160		160	46.6%	
4820 Maintenance Planned	0	4	50	46		46	8.5%	
Jubilee Shelter Toilets :- Indirect Expenditure	<b>868</b>	<b>8,833</b>	<b>18,069</b>	<b>9,236</b>	<b>0</b>	<b>9,236</b>	<b>48.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>315</b>	<b>5,367</b>	<b>(3,869)</b>	<b>(9,236)</b>				
<b>440 Quay Road Toilets</b>								
1150 Agency Receipts	1,183	14,200	14,200	0			100.0%	
Quay Road Toilets :- Income	<b>1,183</b>	<b>14,200</b>	<b>14,200</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4090 Professional Fees	0	0	2,500	2,500		2,500	0.0%	
4660 Insurance	0	173	173	(0)		(0)	100.2%	
Quay Road Toilets :- Indirect Expenditure	<b>0</b>	<b>173</b>	<b>2,673</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>6.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,183</b>	<b>14,026</b>	<b>11,527</b>	<b>(2,499)</b>				
<b>450 Den Toilets</b>								
1150 Agency Receipts	1,183	14,200	14,200	0			100.0%	

## Detailed Income &amp; Expenditure by Budget Heading 19/04/2023

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1500 Sundry/Misc	0	127	127	0			99.7%	
Den Toilets :- Income	<b>1,183</b>	<b>14,326</b>	<b>14,327</b>	<b>1</b>			<b>100.0%</b>	<b>0</b>
4090 Professional Fees	0	0	5,000	5,000		5,000	0.0%	
4290 Electricity	0	881	1,250	369		369	70.5%	
4320 Water	596	2,844	3,500	656		656	81.3%	
4350 Maintenance - Reactive	0	692	1,000	308		308	69.2%	
4370 Cleaning	1,256	24,045	27,940	3,895		3,895	86.1%	
4375 Cleaning Materials	0	107	200	93		93	53.4%	
4450 Consumables	206	2,427	2,000	(427)		(427)	121.4%	
4660 Insurance	0	44	46	2		2	95.5%	
4710 Health and Safety	31	363	300	(63)		(63)	120.9%	
4715 Security	0	192	100	(92)		(92)	191.9%	
4750 Waste Disposal	0	280	600	320		320	46.6%	
4820 Maintenance Planned	0	446	500	54		54	89.2%	
5100 Transfer to EMR	225,000	225,000	225,000	0		0	100.0%	
Den Toilets :- Indirect Expenditure	<b>227,088</b>	<b>257,321</b>	<b>267,436</b>	<b>10,115</b>	<b>0</b>	<b>10,115</b>	<b>96.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(225,905)</b>	<b>(242,995)</b>	<b>(253,109)</b>	<b>(10,114)</b>				
<b>460 Lower Brook Street Toilets</b>								
1150 Agency Receipts	1,183	14,200	14,200	0			100.0%	
Lower Brook Street Toilets :- Income	<b>1,183</b>	<b>14,200</b>	<b>14,200</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4090 Professional Fees	0	0	2,500	2,500		2,500	0.0%	
4290 Electricity	0	413	450	38		38	91.7%	
4320 Water	(236)	1,791	3,200	1,409		1,409	56.0%	
4350 Maintenance - Reactive	3	407	100	(307)		(307)	406.5%	
4370 Cleaning	628	10,882	13,500	2,618		2,618	80.6%	
4375 Cleaning Materials	0	53	150	97		97	35.6%	
4450 Consumables	206	1,101	1,000	(101)		(101)	110.1%	
4660 Insurance	0	144	144	(0)		(0)	100.2%	
4710 Health and Safety	31	363	300	(63)		(63)	120.9%	
4715 Security	0	0	50	50		50	0.0%	
4750 Waste Disposal	0	140	300	160		160	46.6%	
4820 Maintenance Planned	0	0	60	60		60	0.0%	
Lower Brook Street Toilets :- Indirect Expenditure	<b>632</b>	<b>15,293</b>	<b>21,754</b>	<b>6,461</b>	<b>0</b>	<b>6,461</b>	<b>70.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>552</b>	<b>(1,094)</b>	<b>(7,554)</b>	<b>(6,460)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 19/04/2023

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>470 Civil Emergency</b>								
4450 Consumables	0	54	100	46		46	54.0%	
Civil Emergency :- Indirect Expenditure	<u>0</u>	<u>54</u>	<u>100</u>	<u>46</u>	<u>0</u>	<u>46</u>	<u>54.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(54)</u>	<u>(100)</u>	<u>(46)</u>				
<b>480 Plant and Tools</b>								
4350 Maintenance - Reactive	3	661	450	(211)		(211)	146.8%	
4450 Consumables	38	562	500	(62)		(62)	112.4%	
4570 Subscriptions/Licences	39	361	400	39		39	90.3%	
4660 Insurance	0	1,160	927	(233)		(233)	125.1%	
4720 Equipment	15	2,792	6,300	3,508		3,508	44.3%	
4820 Maintenance Planned	680	1,602	3,000	1,398		1,398	53.4%	
Plant and Tools :- Indirect Expenditure	<u>775</u>	<u>7,137</u>	<u>11,577</u>	<u>4,440</u>	<u>0</u>	<u>4,440</u>	<u>61.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(775)</u>	<u>(7,137)</u>	<u>(11,577)</u>	<u>(4,440)</u>				
<b>Grand Totals:- Income</b>	<b>18,456</b>	<b>966,719</b>	<b>957,194</b>	<b>(9,525)</b>			<b>101.0%</b>	
<b>Expenditure</b>	<b>289,059</b>	<b>861,295</b>	<b>957,194</b>	<b>95,899</b>	<b>0</b>	<b>95,899</b>	<b>90.0%</b>	
<b>Net Income over Expenditure</b>	<u>(270,604)</u>	<u>105,424</u>	<u>0</u>	<u>(105,424)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(270,604)</u>	<u>105,424</u>						

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# Teignmouth Town Council

Invoice To:



**CREDIT NOTE**

Bitton House  
 Teignmouth Town Council  
 Teignmouth  
 South Devon  
 TQ14 9DF

Phone: 01626 775030

finance@teignmouth-devon.gov.uk

Invoice No: CR1028

Invoice Date: 31/03/2023

Fax:

Vat Reg Number: 322862215

Code	Item Description	Disc %	Qty	Qty Unit	Unit Price	Total Price	VAT	%
Z	RFO Adjustment - see separate note on invoice		1	session	-6.67	-6.67	0.00	0%

Payment Due: 31/03/2023

Net -6.67

VAT 0.00

Gross -6.67

Deliver To:



Admin credit note to write off small balance where no evidence exists that this sum is actually due.



# Teignmouth Town Council

Invoice To:



CREDIT NOTE

Bitton House  
Teignmouth Town Council  
Teignmouth  
South Devon  
TQ14 9DF

Phone: 01626 775030

finance@teignmouth-devon.gov.uk

Invoice No:CR1029

Invoice Date:31/03/2023

Fax:

Vat Reg Number:322862215

Code	Item Description	Disc %	Qty	Qty Unit	Unit Price	Total Price	VAT	%
Z	RFO Adjustment - see separate note on invoice		1	session	-10.00	-10.00	0.00	0%

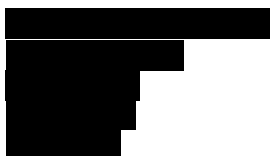
Payment Due: 31/03/2023

Net -10.00

VAT 0.00

Gross -10.00

Deliver To:



Administrative credit note to write off small old balance where it is uncertain that evidence exists that the sum is due - tidies up sales Ledger for year end.



# Teignmouth Town Council

**Invoice To:**

Teignmouth Twinning Association

**CREDIT NOTE**

Bitton House

**Teignmouth Town Council**

Teignmouth

South Devon

TQ14 9DF

**Phone:** 01626 775030

lelsmob@gmail.com

finance@teignmouth-devon.gov.uk

**Invoice No:**CR1030**Invoice Date:**31/03/2023**Fax:****Vat Reg Number:**322862215

Code	Item Description	Disc %	Qty	Qty Unit	Unit Price	Total Price	VAT	%
Z	RFO Adjustment - see separate note on invoice		1	session	-8.50	-8.50	0.00	0%

**Payment Due:** 31/03/2023**Net** -8.50**VAT** 0.00**Gross** -8.50**Deliver To:**

Teignmouth Twinning Association

Administrative Credit Note to write off smal outstanding balance from last financial year and where it is uncertain if the sum is due.



# Teignmouth Town Council

**Invoice To:**

Vaughan Antiques  
9 West Terrace  
Budleigh Salterton  
EX9 6LU

**CREDIT NOTE**

Bitton House  
~~Teignmouth Town Council~~  
Teignmouth  
South Devon  
TQ14 9DF

**Phone:** 01626 775030

mr1941@aol.co.uk

finance@teignmouth-devon.gov.uk

**Invoice No:** CR1031

**Invoice Date:** 31/03/2023

**Fax:**

**Vat Reg Number:** 322862215

Code	Item Description	Disc %	Qty	Qty Unit	Unit Price	Total Price	VAT	%
Z	RFO Adjustment - see separate note on invoice		1	session	-4.25	-4.25	0.00	0%

**Payment Due:** 31/03/2023

**Net** -4.25

**VAT** 0.00

**Gross** -4.25

**Deliver To:**

Vaughan Antiques  
9 West Terrace  
Budleigh Salterton  
EX9 6LU

Administrative Credit Note to write off small balance from October 2021 - where it is uncertain that evidence exists that the sum is due and uneconomic to pursue



# Teignmouth Town Council

**Invoice To:**

Wedding Wayne Swift  
71 Halsteads Road  
Torquay  
TQ2 8HB

**CREDIT NOTE**

Bitton House  
~~Teignmouth Town Council~~  
Teignmouth  
South Devon  
TQ14 9DF

**Phone:** 01626 775030

swift.wayne@sky.com

finance@teignmouth-devon.gov.uk

**Invoice No:** CR1032

**Invoice Date:** 31/03/2023

**Fax:**

**Vat Reg Number:** 322862215

Code	Item Description	Disc %	Qty	Qty Unit	Unit Price	Total Price	VAT	%
Z	RFO Adjustment - see separate note on invoice		1	session	-25.00	-25.00	-5.00	20%

**Payment Due:** 31/03/2023

**Net** -25.00

**VAT** -5.00

**Gross** -30.00

**Deliver To:**

Wedding Wayne Swift  
71 Halsteads Road  
Torquay  
TQ2 8HB

Administrative Credit Note to write off balance where the evidence suggests that a deposit was paid but not credited to this sales ledger account



# Teignmouth Town Council

**Invoice To:**

Teignmouth Art Society  
Bee Inch  
Teignmouth  
TQ14 8RX

**CREDIT NOTE**

Bitton House  
~~Teignmouth Town Council~~  
Teignmouth  
South Devon  
TQ14 9DF

**Phone:** 01626 775030

beeinch@hotmail.co.uk

finance@teignmouth-devon.gov.uk

**Invoice No:** CR1033

**Invoice Date:** 31/03/2023

**Fax:**

**Vat Reg Number:** 322862215

Code	Item Description	Disc %	Qty	Qty Unit	Unit Price	Total Price	VAT	%
Z	RFO Adjustment - see separate note on invoice		1	session	-1.00	-1.00	0.00	0%

**Payment Due:** 31/03/2023

**Net** -1.00

**VAT** 0.00

**Gross** -1.00

**Deliver To:**

Teignmouth Art Society  
Bee Inch  
Teignmouth  
TQ14 8RX

Administrative credit not to write off small balance from Novemeber 2021 that is uneconomic to pursue



# Teignmouth Town Council

Invoice To:



**CREDIT NOTE**

Bitton House  
Teignmouth Town Council  
Teignmouth  
South Devon  
TQ14 9DF

Phone: 01626 775030

finance@teignmouth-devon.gov.uk

Invoice No:CR1034

Invoice Date:31/03/2023

Fax:

Vat Reg Number:322862215

Code	Item Description	Disc %	Qty	Qty Unit	Unit Price	Total Price	VAT	%
Z	RFO Adjustment - see separate note on invoice		1	session	-29.17	-29.17	-5.83	20%

Payment Due: 31/03/2023

Net -29.17

VAT -5.83

Gross -35.00

Deliver To:



Administrative Credit Note to write-off deposit showing as bing due when in fact it was paid in a previous year and incorrectly allocated

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**Earmarked Reserves**

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Gratuities	0.00		0.00
321 EMR Decorative Lighting	0.00		0.00
322 EMR Parking Survey	0.00		0.00
323 EMR Orangery	20,000.00	-20,000.00	0.00
324 EMR Bitton House & Annexes	234,600.00	20,000.00	254,600.00
325 EMR CCTV	127,500.00		127,500.00
326 EMR Toilets	0.00	605,000.00	605,000.00
327 EMR Neighbourhood Plan	7,873.66	0.00	7,873.66
328 EMR Cllr Projects	0.00		0.00
329 EMR Salaries Future-Proofing	0.00		0.00
330 EMR Saxe St	0.00		0.00
331 EMR CIL	26,426.16	6,026.34	32,452.50
332 EMR Eastcliff Toilets	16,320.00		16,320.00
333 EMR Swimming Pool	2,569.40		2,569.40
	<b><u>435,289.22</u></b>	<b><u>611,026.34</u></b>	<b><u>1,046,315.56</u></b>

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## Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

### Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

### Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to Schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2022/23

## Teignmouth Town Council

**During** the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

Signature of person who carried out the internal audit

Date

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Teignmouth Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

## Section 2 – Accounting Statements 2022/23 for

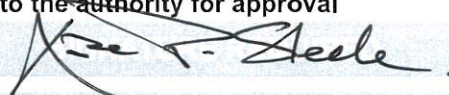
Teignmouth Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	825,260	1,216,504	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	750,369	791,639	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	172,192	175,080	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	187,397	220,250	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	343,920	416,165	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,216,504	1,546,808	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,175,857	1,545,848	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1,655,921	1,661,094	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**



Date 18/04/2023

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Teignmouth Town Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2022/23

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



Approved Minute no.

Office use only



## Teignmouth Town Council GRANT APPLICATION

**Please answer all questions – failure to do so may result in a delay in the determination of your application**

### Q1 Contact Details

Name of organisation making application: 4<sup>th</sup> Teignmouth Scouts

.....

Name of your project (if this is different): Grant In Kind

.....

Name of contact for this application

Title : Mr.... First Name: Clive.....Surname: Wetten.....

Position held in the organisation:

Cairman.....

Contact Address, including full postcode:

6 Bitton Park Road

Teignmouth

Devon

.....Postcode: TQ14 9BU

Contact Telephone Number: 07949389280.....

Email address: cw1976@hotmail.co.uk.....

### About your organisation

### Q2 What type of organisation are you?

Tick (✓) relevant category:

Registered Charity: ( X ) Charity Registration Number  
301083.....

Voluntary Organisation: ( )

Other – Please specify: .....

**Q3 When was your organisation established? 1965**

.....

**Q4 Briefly describe the purpose of your organisation.**

Describe the usual activities/services you provide.

If you are a new organisation, describe the services/activities you plan to provide.

- Education/training
- Amateur Sport
- Recreation
- Children/young People
- Provides Human Resources
- Provides Services

.....

**Q5 If you are a subsidiary of a larger organisation, please state which one;**

Scouts.....

**Q6 Does your organisation have an agreed constitution or Memorandum of Association?**

Please state which and attach a copy: The **Scout** Association

.....

**Q7 Previous Applications**

If you have applied for and received funding from Teignmouth Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

N/A.....

.....

.....

**Details of the project or activities you are planning**

**Q8 Describe the projects/activities you plan to use this grant for.**

Try to be specific about what you will do and how you will do it.

We would like to apply for a grant in kind to keep the hut operational until the council is able to redevelop the site with a new facility or furnish the group with a long lease to be able to apply for funding such as the national lottery.

.....

Please state how you have identified this need and how the project will benefit the people of Teignmouth, together with the estimated time span.

Due to the delay in the redevelopment the hut has now reached end of life and if the council is minded to have a youth facility we are asking that the council approve a two thousand pound grant in kind so the facilities manager can make the hut safe and usable.

.....

**Q9 What criteria will you use to measure the success of the project and how many people from the Town do you expect to benefit for the project/activity?**

We have 96 scouts using this facility and a huge waiting list. The measurement of success will be to keep the scout group operational until a replacement is agreed.

.....

**Q10 What, if any, special safety issues are related to your project/activity?**

Please provide the following information –

i) What kind of insurance does your organisation have?  
Building and public liability insurance.

.....

ii) Do the leaders have the relevant qualifications and/or experience?  
All leaders have to go through a comprehensive training program and are DBS checked

.....

- iii) What policies does your organisation have in place (i.e. Health and Safety, Safeguarding, etc.)?
  - iv) The group complies to all legislation regarding health and safety and safeguarding.
- .....

**Q11 Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).**

Tell us the amount of grant requested £2000..... and provide a detailed breakdown as to how you have reached this figure.

We are keen to protect and improve the hut and surrounding area from the anti social behaviour this area has become by removing the current fence and installing it around the boundary. This sum will also be used to help stop the water ingress within the hut that is causing severe damp issues.

Tell us how much money the project will cost in total: £2000.....

How much money has been raised towards this sum: £0.....

Please list the amounts and sources of funds that you expect to receive for other funding sources.

The scout group is financed by fund raising that covers its expenses. It has limited funds and the delay in the replacement hut that was supposed to be delivered summer 22/23 will mean that funding is required to maintain the current status quo.

Q12 Any other information which you consider to be relevant to your application.

.....

.....

.....

.....

.....  
.....

**Q 13 Please give us your bank or building society account details**

You can only apply for a grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. **These people should not be related.**

Account name: .....4<sup>th</sup> Teignmouth Scout Group

Sort code: ...30 84 67

Account number: 69670660

Bank/Building Society name: Lloyds bank

Bank/Building Society address  
.....Courtney Street, Newton Abbot.....

Who are the signatories and what position do they hold in your organisation?

- |   |                     |                             |
|---|---------------------|-----------------------------|
| 1 | Name Jo Saxton...   | Position Group Scout Leader |
| 2 | Name Cara Bennett   | Position Scout Leader       |
| 3 | Name Richard Newton | Position Cub Scout Leader   |

**Q14 Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.**

Please attach your most recent audited accounts or financial projections for a new organisation. **You need to include these documents with this application.**

**Q15 Declaration**

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

*I confirm, on behalf of .....4<sup>th</sup> Teignmouth Scouts*

*That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.*

*I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.*

Post held in organisation: Secretary

Title ...Mr.... First Name: ...Zack ..... Surname: Highfield .....

Contact address:

6 Bitton Park Road

Teignmouth

TQ14 9BU.....

Telephone: 01626776893

Signed: ...MR Z Highfield..... Date: ...22/02/2023.

#### **Q16 Signature of Person Completing the Application**

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q15**

*I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.*

Signed: Mr C Wetten Date: ...22/02/2023.....

*I agree that by completing and submitting this Grant Application Form, that the Council may process my personal information for providing information and corresponding with me but will not otherwise share that data.*

*Specifically, I agree that the Council can keep the contact information data I have provided within the Form for the purposes of this Grant Application. Should the organisation be successful in securing a Grant this information may be kept for a period of 6 months. If however the Application is unsuccessful I would expect the Form to be destroyed as soon as the decision making process has been completed and the organisation has been advised to that effect.*

*I am aware that I can request that my personal information be destroyed at my request, but I accept that this may impact the communication the Council would be able to have with the organisation.*

Signed...C Wetten.....Date.....22/02/2023.....

Please return your completed application form to:

**Town Clerk  
Teignmouth Town Council  
Bitton House  
Bitton Park Road  
TQ14 9DF**

**Telephone: 01626 242085  
Email:townclerk@teignmouth-devon.gov.uk**

## **GDPR and Data Protection**

Here at Teignmouth Town Council we are committed to ensuring that your privacy is protected by adhering to the principles of the EU General Data Protection Regulation (GDPR). Should we ask you to provide certain personal information by which you can be identified for the purpose of a contract with us, signing up to our mailing list, newsletter or use of our website, then you can be assured that it will only be used for the purpose it was collected.

It will never be used by any third party for any other form of processing or marketing purposes.

Teignmouth Town Council does not pass on any of its data to third parties other than those specified to undertake the contract entered into.

Teignmouth Town Council may change this policy from time to time by updating this statement. Statement can be found at: -

[Teignmouth Town Council Privacy Notice Web Link](#)

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Approved Minute no.

[Empty box for Approved Minute no.]

Office use only

## Teignmouth Town Council GRANT APPLICATION

**Please answer all questions – failure to do so may result in a delay in the determination of your application**

### Q1 Contact Details

Name of organisation making application:

..... TeignAid .....

Name of your project (if this is different):

..... TA: Community Outreach .....

Name of contact for this application

Title : Ms First Name: KATHERINE Surname: O'KEEFFE

Position held in the organisation:

..... SECRETARY .....

Contact Address, including full postcode:

..... 15 BITTON PARK ROAD .....

..... TEIGNMOUTH TQ14 9BT .....

..... Postcode: .....

Contact Telephone Number: ..... 07715410302 .....

Email address: ..... kathok@hotmail.com .....

..... teignaidinfo@gmail.com .....

## About your organisation

### Q2 What type of organisation are you?

Tick (✓) relevant category:

Registered Charity: ( ) Charity Registration Number .....

Voluntary Organisation: (✓)

Other – Please specify: Community Benefit Society

### Q3 When was your organisation established?

2018

### Q4 Briefly describe the purpose of your organisation.

Describe the usual activities/services you provide.

If you are a new organisation, describe the services/activities you plan to provide.

TeignAid provides benefits, housing and tenancy advice and support to homeless and imminently homeless clients. We also now assist people with any benefit and housing issues and act as advocates on their behalf by attending hearings and speaking to authorities on their behalf.

### Q5 If you are a subsidiary of a larger organisation, please state which one;

.....

### Q6 Does your organisation have an agreed constitution or Memorandum of Association?

Please state which and attach a copy:

We have a Memorandum of Association which can be provided.

### Q7 Previous Applications

If you have applied for and received funding from Teignmouth Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

.....  
.....  
.....  
.....

### Details of the project or activities you are planning

**Q8 Describe the projects/activities you plan to use this grant for.**

Try to be specific about what you will do and how you will do it.

With more vulnerable people currently facing huge difficulties we would like to be able to address these new challenges and to set up a warm, welcoming, safe space; a 'hub'. We also need to publicize ourselves more widely to Teignbridge residents.

Please state how you have identified this need and how the project will benefit the people of Teignmouth, together with the estimated time span.

We have more people than ever looking for assistance, some in very dire circumstances. We are Teignbridge focussed but Teignmouth based (at the Alice Cross Centre). Our project is a year.

**Q9 What criteria will you use to measure the success of the project and how many people from the Town do you expect to benefit for the project/activity?**

We have regular meetings where we discuss (anonymously) the progress of our work with clients. Over the next year we expect to work with 100/150 individuals

.....  
.....  
**Q10 What, if any, special safety issues are related to your project/activity?**

Please provide the following information –

i) What kind of insurance does your organisation have?

We have Public and Product  
Liability Insurance on a  
Small Charity Policy

ii) Do the leaders have the relevant qualifications and/or experience?

Our advisors are either C.A.B.  
trained or have navigated the benefits  
system themselves and attend training courses.

iii) What policies does your organisation have in place (i.e. Health and Safety, Safeguarding, etc.)?

We have Health and Safety  
and Safeguarding Policies in place.  
These are reviewed at meetings.

**Q11 Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).**

Tell us the amount of grant requested £1,400..... and provide a detailed breakdown as to how you have reached this figure.

- 1 year's rent of Room 2 Alice Cross £950
- Provision of a safe 'hub' for distressed, vulnerable residents  
teas, coffee, refreshments,  
information £200
- Attending hearings, Newton Abbot + Exeter £200
- Publicity, leaflets, gazebo hire, transport £50

Tell us how much money the project will cost in total: £1,400.....

How much money has been raised towards this sum: £.....

Please list the amounts and sources of funds that you expect to receive for other funding sources.

N/A.

**Q12 Any other information which you consider to be relevant to your application.**

We will be open 52 weeks of the year to support anyone in difficulty, distress and negotiating the myriad of different agencies and to speak on their behalf.

**Q 13 Please give us your bank or building society account details**

You can only apply for a grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. **These people should not be related.**

Account name: TeignAid CLT Ltd

Sort code: 30-90-89

Account number: 37168360

Bank/Building Society name: Lloyds Bank

Bank/Building Society address.....

Who are the signatories and what position do they hold in your organisation?

1	Name	M. WARRENSE	Position	CHAR
2	Name	B. MATTOCK	Position	TREASURER
3	Name	K. O'KEEFFE	Position	SECRETARY

Q14 Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Please attach your most recent audited accounts or financial projections for a new organisation. You need to include these documents with this application.

ATTACHED  
BELOW

Q15 Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. (This must not be the main contact name in Q1).

I confirm, on behalf of TeignAid.....(insert name of organisation):

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation:

..... Chairperson .....

Title Ms First Name: Marilyn Surname: Warrense

Contact address:

.....  
36 Higher Brimley Road  
Teignmouth, Devon  
TQ14 8JY  
.....  
.....

.....  
..... Postcode: .....  
Telephone: .....

Signed: ..... Date: .....

**Q16 Signature of Person Completing the Application**

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q15**

*I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.*

Signed: *K.S. Olu* Date: *30.3.2023*

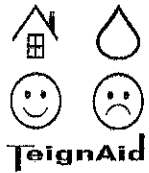
*I agree that by completing and submitting this Grant Application Form, that the Council may process my personal information for providing information and corresponding with me but will not otherwise share that data. Specifically, I agree that the Council can keep the contact information data I have provided within the Form for the purposes of this Grant Application. Should the organisation be successful in securing a Grant this information may be kept for a period of 6 months. If however the Application is unsuccessful I would expect the Form to be destroyed as soon as the decision making process has been completed and the organisation has been advised to that effect. I am aware that I can request that my personal information be destroyed at my request, but I accept that this may impact the communication the Council would be able to have with the organisation.*

Signed *KS Olu* Date *30.3.2023*

Please return your completed application form to:

Town Clerk  
Teignmouth Town Council  
Bitton House  
Bitton Park Road  
TQ14 9DF

Telephone: 01626 242085  
Email: townclerk@teignmouth-devon.gov.uk



TeignAid CLT Ltd

End of year financial statement – 1<sup>st</sup> Dec 2020 to the 30<sup>th</sup> Nov 2021

<b>Income</b>		
Bank Account	£875.69	
Petty Cash	£24.00	
Balance brought forward		<b>£909.69</b>
<b>Donations</b>		
CVS	£750.00	
Olly Giddings	£300.00	
NACMA	£250.00	
Stella McKay	£456.00	
HMRC	£237.15	
<b>Total Income</b>		<b>£1,993.15</b>
<b>Total</b>		<b>£3,002.22</b>
<b>Expenditure</b>		
Rent	£801.00	
Insurance	£533.97	
Accountants	£73.80	
Sundry	£31.00	
Client support	£500.00	
Support	£50.00	
<b>Total Expenditure</b>		<b>£1,989.77</b>
Bank Account	£879.07	
Petty Cash	£17.00	
<b>Balance as of the 30<sup>st</sup> Nov 2021</b>		<b>£896.07</b>
Uncleared Expenses (+):		
Uncleared income (-):		

Statement prepared by B: Mattock TeignAid Treasurer –

Signed:

Date:

Checked by: Jane Haden

Signed:

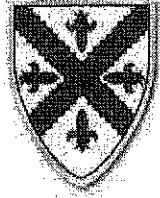
Date:

Checked by: Lily Chasteau

Page: 72

Date:





Approved Minute no.

[Empty box for Approved Minute no.]

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### Teignmouth Town Council GRANT APPLICATION

Please answer all questions – failure to do so may result in a delay in the determination of your application

**Q1 Contact Details**

Name of organisation making application:

Coombe Valley Allotments

Name of your project (if this is different):

Name of contact for this application

Title: Mr First Name: William Surname: Leech

Position held in the organisation:

Secretary

Contact Address, including full postcode:

20 Lake Avenue  
Teignmouth

Postcode: TQ14 9LL

Contact Telephone Number: 07901164447

Email address: leechw@hotmail.co.uk

**About your organisation**

**Q2 What type of organisation are you?**

Tick (✓) relevant category:

Registered Charity: ( ) Charity Registration Number .....

Voluntary Organisation:

Other – Please specify: .....

**Q3 When was your organisation established?**

.....

**Q4 Briefly describe the purpose of your organisation.**

Describe the usual activities/services you provide.

If you are a new organisation, describe the services/activities you plan to provide.

Allotments for the benefit  
of the Teignmouth  
Community

**Q5 If you are a subsidiary of a larger organisation, please state which one;**

..... N/A

**Q6 Does your organisation have an agreed constitution or Memorandum of Association?**

Please state which and attach a copy:

..... no

**Q7 Previous Applications**

If you have applied for and received funding from Teignmouth Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

£500 for repairs to  
fencing Southern boundary

**Details of the project or activities you are planning**

**Q8 Describe the projects/activities you plan to use this grant for.**

Try to be specific about what you will do and how you will do it.

Repair and replacement of  
fencing Northern Boundary

Please state how you have identified this need and how the project will benefit the people of Teignmouth, together with the estimated time span.

Fence unstable not secure -

Provide secure site for tenants  
and sheds and tools.

**Q9 What criteria will you use to measure the success of the project and how many people from the Town do you expect to benefit for the project/activity?**

50 plus current members and  
future tenants to allotment.



How much money has been raised towards this sum: £0.....

Please list the amounts and sources of funds that you expect to receive for other funding sources.

..... None .....

**Q12 Any other information which you consider to be relevant to your application.**

..... ASSOCIATION HAS ITS ONLY INCOME .....

..... FROM PLOT RENTS .....

**Q 13 Please give us your bank or building society account details**

You can only apply for a grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.

Account name: COOMBE VALLEY ALLOTMENTS.....

Sort code: 30-96-06.....

Account number: 00587118.....

Bank/Building Society name: LLOYDS BANK.....

Bank/Building Society address: NEWTON ABBOT.....

..... PO BOX 1000 3X1 1LT .....

Who are the signatories and what position do they hold in your organisation?

1	Name	J.V. STARKEY	Position	CHAIRPERSON
2	Name	W.S. LEECH	Position	SECRETARY
3	Name	D.S. PICKUP	Position	TREASURER

**Q14** Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Please attach your most recent audited accounts or financial projections for a new organisation. You need to include these documents with this application.

ACCOUNTS ARE NOT AUDITED AS INCOME & EXPENDITURE ARE SMALL

**Q15 Declaration**

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. (This must not be the main contact name in Q1).

I confirm, on behalf of COOMBE VALLEY ACCOUNTANTS (insert name of organisation):

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation:

TREASURER

Title MR First Name: DAVID Surname: PICKUP

Contact address:

7, MEATHER CLOSE

TECNMOUTH

TA14 8LX

QUOTE TO REMOVE CONTAMINATED SOIL FROM NORTHERN BOUNDARY  
NECESSARY SO THAT REPAIRS TO FENCING CAN TAKE PLACE

Details for the quote for removing the spoil heap next to the Northwest Bounday of the Allotment site are as follows:

Medway Waste Solutions, Newton Abbot, 01626 903125 and 07732 778285.  
Medwaywastesolutions.co.uk.

They inspected the site with me and then sent a quote for £490 for removal of the spoil by text. They will provide details of their waste carriers licence, and will provide a waste transfer note for the spoil. Payment for work is on completion.

**From:** Sean Ritchie <ritchie638@btinternet.com>  
**Subject:** Re:Additional fencing

---

QUOTE TO REPAIR FENCING

**From:** Sean Ritchie <ritchie638@btinternet.com>  
**Subject:** Re:Additional fencing

Our price to replace existing posts with 4" softwood treated round posts, supply & erect two 6"x6" end posts (softwood treated) c/w eyes for line wire, strut middle post, re tension line wires as best as can be achieved and tidy corner by footpath(maybe using rails and planks) is £1244.00+vat. Regards Sean

£1368.40

£490

Total = £1858.40

.....  
.....  
Postcode: .....

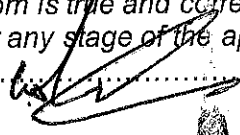
Telephone: .....

Signed: ..... Date: .....

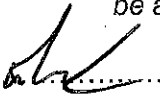
**Q16 Signature of Person Completing the Application**

This must be the signature of the person named in Q1 as the main contact and not be the same person who has signed in Q15

*I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.*

Signed:  Date: 21/3/2023

*I agree that by completing and submitting this Grant Application Form, that the Council may process my personal information for providing information and corresponding with me but will not otherwise share that data. Specifically, I agree that the Council can keep the contact information data I have provided within the Form for the purposes of this Grant Application. Should the organisation be successful in securing a Grant this information may be kept for a period of 6 months. If however the Application is unsuccessful I would expect the Form to be destroyed as soon as the decision making process has been completed and the organisation has been advised to that effect. I am aware that I can request that my personal information be destroyed at my request, but I accept that this may impact the communication the Council would be able to have with the organisation.*

Signed:  Date: 21/3/2023

Please return your completed application form to:

Town Clerk  
Teignmouth Town Council  
Bitton House  
Bitton Park Road  
TQ14 9DF

Telephone: 01626 242085  
Email: townclerk@teignmouth-devon.gov.uk



## **GDPR and Data Protection**

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It will never be used by any third party for any other form of processing or marketing purposes.

Teignmouth Town Council does not pass on any of its data to third parties other than those specified to undertake the contract entered into.

Teignmouth Town Council may change this policy from time to time by updating this statement. Statement can be found at: -

[Teignmouth Town Council Privacy Notice Web Link](#)

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Approved Minute no.

[Empty rectangular box for minute number]

Office use only

## Teignmouth Town Council GRANT APPLICATION

**Please answer all questions – failure to do so may result in a delay in the determination of your application**

### Q1 Contact Details

Name of organisation making application:

BITTON PARK BOWLING

CLUB.....

Name of your project (if this is different):

YOUNG PERSON TRAINING

.....

Name of contact for this application

Title : ...MR..... First Name:EDWARD Surname:STEPHENSON

.....

Position held in the organisation: ...

COMMITTEE MEMBER

.....Contact

Address, including full postcode:

LITTLE ACRE TEIGN CLOSER

.....

BISHOPTEIGNTON.....

.....

TQ14 9SB

.....

.....Postcode: .....

Contact Telephone Number:  
07939913750.....

Email address:  
eddystephenson@gmail.com.....  
.....

**About your organisation**

**Q2 What type of organisation are you?**

Tick (✓) relevant category:

Registered Charity: ( ) Charity Registration Number .....

Voluntary Organisation: (// )

Other – Please specify: .....

**Q3 When was your organisation established?**

.....1940.....

.....

**Q4 Briefly describe the purpose of your organisation.**

Describe the usual activities/services you provide.

If you are a new organisation, describe the services/activities you plan to provide.

Members of all ages and abilities play flat green bowls throughout the summer season April to September. Such play includes Mens, Ladies and mixed gender league and friendly matches. Entertaining visiting clubs from many parts of the country.

.....  
.....  
.....

.....  
.....

**Q5** If you are a subsidiary of a larger organisation, please state which one;  
No but we are affiliate to Bowls Devon and Bowls England who are  
the national governing body

.....

**Q6** Does your organisation have an agreed constitution or Memorandum of Association?

Please state which and attach a copy:  
Yes i believe the council have a copy

.....

**Q7** Previous Applications

If you have applied for and received funding from Teignmouth Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

Not aware of any previous applications

.....  
.....  
.....  
.....

**Details of the project or activities you are planning**

**Q8** Describe the projects/activities you plan to use this grant for.

Try to be specific about what you will do and how you will do it.

Juniors and young persons who show potential for enhanced training are offered a position to train with their peers, and county qualified coaches .If they are successful can then be selected to play for the county team The grant will be used towards travel,possible accommodation and any uniform they may have to purchase in attending the training courses.

.....  
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.....

Please state how you have identified this need and how the project will benefit the people of Teignmouth, together with the estimated time span.

..... Training has been offered by Bowls Devon to one of our junior members to attend 4 training sessions in the next 2 months

.....  
.....  
.....  
.....  
.....

**Q9 What criteria will you use to measure the success of the project and how many people from the Town do you expect to benefit for the project/activity?**

..... If successful the junior could go on to represent the county or even England The town would benefit from any publicity gained and the support given by the council

.....  
.....  
.....  
.....

**Q10 What, if any, special safety issues are related to your project/activity?**

Please provide the following information –

i) What kind of insurance does your organisation have? ..... The club and the county has the required insurance to cover this activity

.....

.....  
.....  
ii) Do the leaders have the relevant qualifications and/or experience?

.....Yes the coaches are fully qualified insured and DBS checked

.....  
.....  
.....

iii) What policies does your organisation have in place (i.e. Health and Safety, Safeguarding, etc.)?

.....BITTON PARK has two qualified coaches and two Safeguarding officers one of whom is the safeguarding officer for Bowls Devon

.....  
.....  
.....

**Q11 Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).**

Tell us the amount of grant requested £300..... and provide a detailed breakdown as to how you have reached this figure.

.....TRAVEL TO FOUR VENUES WITHIN DEVON POSSIBLE  
ACCOMODATION AND SOME TOWARDS UNIFORM IF REQUIRED

.....  
.....  
.....  
.....  
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.....  
.....  
.....

Tell us how much money the project will cost in total: £500.....

How much money has been raised towards this sum: £ WILL BE TAKEN AS  
REQUIRED FROM CLUB FUNDS, PARENTS AND GRANDPARENTS

.....

Please list the amounts and sources of funds that you expect to receive for other  
funding sources.

.....NIL.....  
.....  
.....  
.....  
.....  
.....

**Q12 Any other information which you consider to be relevant to your application.**

...Whenever possible the club supports the members, especially juniors who show  
potential to enhance their ability to improve and progress in the sport. Parents as  
in this case do not have the financial ability to help them achieve therefore when  
possible the club tries to help. Therefore we would be very grateful if the council  
would view our application favourably

.....  
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.....  
.....

**Q 13 Please give us your bank or building society account details**

You can only apply for a grant if you have a bank/building society account in the  
name of your organisation. We will only pay grants into an account which requires  
at least two people to sign each cheque or withdrawal. **These people should not  
be related.**

Account name: Bitton Park Bowling Club

.....

Sort code: ...77 10 13



Account number: ...26325068

.....

Bank/Building Society name: ...Lloyds Bank

.....

Bank/Building Society address.....

.....

.....

.....

Who are the signatories and what position do they hold in your organisation?

- 1 Name Moira Webber...Position ...Treasurer.....
- 2 Name Peter Tetreault Position ...Secretary.....
- 3 Name David Pope..... Position ...Trustee.....

**Q14 Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.** Believe Council have them with lease renewal Docs

Please attach your most recent audited accounts or financial projections for a new organisation. **You need to include these documents with this application.**

**Q15 Declaration**

Please give details of a senior member of your organisation.

For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

*I confirm, on behalf of ...Bitton Park Bowling Club.....(insert name of organisation):*

*That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.*

*I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.*

Post held in organisation:

.....Chairperson.....  
.....

Title ...Mr..... First Name:Joseph ..... Surname: Smith  
.....

Contact address:

1 Higher kingsdown Road

.....  
...Teingmouth.....

.....  
...Devon.....

.....

Postcode: TQ14 9AT.....

Telephone: 07791655193.....

Signed: .....JW Smith..... Date: 18 April 2023

.....

**Q16 Signature of Person Completing the Application**

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q15**

*I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.*

Signed: .....EJ Stephenson..... Date: 18 April 2023

.....

*I agree that by completing and submitting this Grant Application Form, that the Council may process my personal information for providing information and corresponding with me but will not otherwise share that data. Specifically, I agree that the Council can keep the contact information data I have provided within the Form for the purposes of this Grant Application. Should the organisation be successful in securing a Grant this information may be kept for a period of 6 months. If however the Application is unsuccessful I would expect the Form to be destroyed as soon as the decision making process has been completed and the organisation has been advised to that effect.*

*I am aware that I can request that my personal information be destroyed at my request, but I accept that this may impact the communication the Council would be able to have with the organisation.*

Signed.....*EJ Stephenson* .....Date...18 April 2023

Please return your completed application form to:

**Town Clerk  
Teignmouth Town Council  
Bitton House  
Bitton Park Road  
TQ14 9DF**

**Telephone: 01626 242085  
Email:townclerk@teignmouth-devon.gov.uk**

## **GDPR and Data Protection**

Here at Teignmouth Town Council we are committed to ensuring that your privacy is protected by adhering to the principles of the EU General Data Protection Regulation (GDPR). Should we ask you to provide certain personal information by which you can be identified for the purpose of a contract with us, signing up to our mailing list, newsletter or use of our website, then you can be assured that it will only be used for the purpose it was collected.

It will never be used by any third party for any other form of processing or marketing purposes.

Teignmouth Town Council does not pass on any of its data to third parties other than those specified to undertake the contract entered into.

Teignmouth Town Council may change this policy from time to time by updating this statement. Statement can be found at: -

[Teignmouth Town Council Privacy Notice Web Link](#)

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**Teignmouth Town Council**  
**GRANT APPLICATION**

**Please answer all questions – failure to do so may result in a delay in the determination of your application**

**Q1 Contact Details**

TEIGNMOUTH FOLK  
FESTIVAL 2023

Name of organisation making application:

Name of your project (if this is different):

Name of contact for this application

Title: Mr First Name: IAN Surname: PALMER

Position held in the organisation: FUND RAISER

Contact Address, including full postcode:

34 SEAWAY Rd  
PROSTON  
PAINSTON

TQ32 NZ Postcode:

Contact Telephone Number: 07900612280

Email address: IAN.PALMER@HOTMAIL.COM

**About your organisation**

**Q2 What type of organisation are you?**

Tick (ü) relevant category:

Registered Charity: ( ) Charity Registration Number

Voluntary Organisation: (ü)


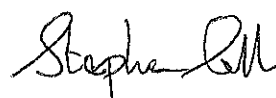
Other – Please specify:

**Teignmouth Folk Festival  
2022**

<b>INCOME</b>			<b>PAYMENTS</b>		
Teignmouth Town Council	bacs	£1,500.00	<b>Artists Bitton House</b>		
			Wilsons	£1,000.00	bacs
Devon Folk pd in by Anne	Newto Abbot	£500.00	Jim Causley	£150.00	749
Hugh Diamond	bacs	£100.00	New Scorpion band	£1,000.00	752
tickets	dep	£30.00	ben campbell	£150.00	749
tickets	bacs	£378.00	Martyn Wyndham-Read & his Diabos	£600.00	750
tickets	dep	£238.00			
band paymt		£200.00	<b>Artist Accommodation</b>		
band paymt		£200.00	Anne	£338.00	bacs
cash to pay hired help		£300.00	Brunswick House	£145.00	751
collection		£1,081.15	<b>Artists Cellidh</b>		
			Fox Amongst the Chickens	£500.00	749
advertising	bacs	£840.00	<b>Artists Triangle</b>		
	dep	£402.00	Mothers Ruine	£200.00	cash
	cash *	£300.00	Queen Annes Revenge	£200.00	cash
			Pipe Band	£450.00	bacs
*cash used to pay hired help			float	£80.00	749
			<b>VENUES</b>		
			Bitton House	£186.00	bacs
			Richard Newton Hall (Alan)	£125.00	bacs
			<b>Triangle</b>		
			chairs tables gazebos	£304.18	bacs
			hired help	£600.00	cash
			<b>ADVERTISING &amp; PRINTING</b>		
			Folklife	£21.00	748
			whats a foot	£30.00	748
			Wottons programmes	£800.00	bacs
			transfer acc 1 to acc2	£80.00	bacs
			<b>INSURANCE</b>		
			EFDS	£84.00	bacs
			<b>TEMP EVENTS NOTICE</b>		
			Richard Newton Hall	£21.00	bacs
			Tens paid 2020	£42.00	bacs
			<b>PERFORMING RIGHTS</b>	£59.63	bacs
			<b>OTHER EXPENSES</b>		
			Burgess Signs (anne)	£226.00	bacs
			Iain	£348.60	bacs
			Fuel.	£37.91	
			Lidle wine	£40.61	
			Mini heaven.	£70.00.	Pasties
			Bookers.	£160.34.	
			Teign brewery.	£70.76	
			Martyn badges etc	£50.00	chq
			<b>Total Payments</b>	<b>£7,790.41</b>	
<b>Total Income</b>		<b>£6,069.15</b>			
<b>Total Payments</b>		<b>£7,790.41</b>			
<b>Loss on Year</b>		<b>£1,721.26</b>			

Total Income £6,069.15  
 Total Payments £7,790.41  
 Loss on Year £1,721.26

signed Treasurer

 Signed Chairperson 

date

Q3 When was your organisation established?  
2000

Q4 Briefly describe the purpose of your organisation.  
Describe the usual activities/services you provide.  
If you are a new organisation, describe the services/activities you plan to provide.

Live music, dancing, morris sides  
entertainment around the town

Q5 If you are a subsidiary of a larger organisation, please state which one;

No

Q6 Does your organisation have an agreed constitution or Memorandum of Association?  
Please state which and attach a copy:

Yes

Q7 Previous Applications  
If you have applied for and received funding from Teignmouth Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

For last 6 years  
to book pipe & drum band  
bands to play in the town

**Details of the project or activities you are planning**

Q8 Describe the projects/activities you plan to use this grant for.

Try to be specific about what you will do and how you will do it.

Live bands pipe & drum band shanty singer  
around the town

Please state how you have identified this need and how the project will benefit the people of Teignmouth, together with the estimated time span.

over a weekend all entertainment  
is free we increase footfall for  
the businesses & promote the town.

Q9 What criteria will you use to measure the success of the project and how many people from the Town do you expect to benefit for the project/activity?

increase footfall x large crowds

Q10 What, if any, special safety issues are related to your project/activity?

Please provide the following information –

i) What kind of insurance does your organisation have?

Public liability + all performers have own insurance

ii) Do the leaders have the relevant qualifications and/or experience?

Yes

iii) What policies does your organisation have in place (i.e. Health and Safety, Safeguarding, etc.)?

Health & Safety officer

Q11 Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Tell us the amount of grant requested £500 + £400 and provide a detailed breakdown as to how you have reached this figure.

£500 cash to pay ~~£~~ towards the performers x pipe band

£400 in kind x gazebos, tables, chairs printing

Tell us how much money the project will cost in total: £8,000 approx

How much money has been raised towards this sum: £3,500

Please list the amounts and sources of funds that you expect to receive for other funding sources.

Devon ~~and~~ <sup>through</sup> ~~the~~ <sup>to</sup> ~~town~~ <sup>street</sup> collections £1,000 approx x any sponsors

Q12 Any other information which you consider to be relevant to your application.

Last years accounts enclosed.



## TEIGNMOUTH FOLK FESTIVAL.

### RULES & CONSTITUTION.

24<sup>th</sup> February 2000.

#### 1. AIMS OF TEIGNMOUTH FOLK FESTIVAL (TFF).

To promote the image of Folk Music and Traditional Dance in Teignmouth for the enjoyment of both residents and visitors. To encourage more people to take part in Folk Music and Traditional Dance. To bring new visitors to the town.

#### 2. AREA OF OPERATION.

The area of operation will be within the postcode area of TQ14.

#### 3. OFFICERS AND THEIR ROLES.

The committee will consist of the following:- a.

Chairman

b. Secretary

c. Treasurer

d. A minimum of 3 Members with no specific responsibility.

#### CHAIRMAN.

The Chairman will be elected at the Annual General Meeting. The Chairman will chair every meeting and will oversee the Teignmouth Folk Festival (TFF), and will have the casting vote.

#### SECRETARY.

To be elected at the AGM. The Secretary will deal with all correspondence and will attend all TFF meetings.

#### TREASURER.

To be elected at the AGM. The Treasurer will deal with all TFF's transactions and these will be reported to TFF.

Accounts reported to the AGM will have been independently reviewed by a person considered suitable by the Committee. The financial year end will be 30<sup>th</sup> September.

All monies are to be held by the Treasurer, who will operate a Bank account where cheques are to be signed by any two of officers.

#### MEMBERS WITH NON-SPECIFIC RESPONSIBILITY.

Elected at the AGM, there will be a minimum of 3 people. Members may be co-opted during the year, but co-opted members will have no right of vote.

These Members will perform roles as may be mutually agreed from time to time. Their principle role will be to advise and support TFF.

#### 4. MEMBERSHIP QUALIFICATIONS.

Any member of the general public with an interest in Folk Music and Dance. The Committee reserves the right to exclude any individual.

## 5. AMENDMENTS TO THE RULES.

The AGM shall be used to modify, change or create rules.

A vote will be taken, a simple majority being sufficient.

The Committee is empowered to change or modify current rules during the year if circumstances dictate. Such actions will require confirmation at the next AGM. An Extraordinary General Meeting shall also have such powers.

## 6. ANNUAL GENERAL MEETING.

The AGM will be held once a year on a date agreed at the previous AGM.

Notice of 14 days, together with an agenda will be given to Members prior to the meeting.

The results of votes will be binding.

All Officers of TFF will be subject to re-election each as prescribed by the constitution.

## 7. CESSATION.

In the event of the winding-up or dissolution of TFF, any remaining assets, after all liabilities have been discharged, shall not be paid or transferred to any member or members of TFF, but shall be transferred to a charitable organization whose objects are similar to those of TFF and whose rules preclude the distribution of income or assets among its members.

### Amendments.

1. At AGM on 18<sup>th</sup> November 2003. Change to wording of Cessation, Paragraph 7.
2. At AGM held 9<sup>th</sup> November 2007. Constitution Para. 3 re Chairman: at present reads "...oversee all the act...". It was agreed that the wording be amended to "...oversee the Teignmouth Folk Festival...".

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation: TREASURER

Title MR First Name: ALAN Surname: BROWN

Contact address:

7, MAYFLOWER CLOSE  
DAWLISH

Postcode: EX7 0BR

Telephone: 01626 863016

Signed: A E Brown Date: 31/3/2023

**Q16 Signature of Person Completing the Application**

This must be the signature of the person named in Q1 as the main contact and not be the same person who has signed in Q15

I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.

\* Signed: A E Brown Date: 31/3/2023

I agree that by completing and submitting this Grant Application Form, that the Council may process my personal information for providing information and corresponding with me but will not otherwise share that data. Specifically, I agree that the Council can keep the contact information data I have provided within the Form for the purposes of this Grant Application. Should the organisation be successful in securing a Grant this information may be kept for a period of 6 months. If however the Application is unsuccessful I would expect the Form to be destroyed as soon as the decision making process has been completed and the organisation has been advised to that effect.

I am aware that I can request that my personal information be destroyed at my request, but I accept that this may impact the communication the Council would be able to have with the organisation.

\* Signed: [Signature] Date: 31/3/2023

Please return your completed application form to:

Q 13 Please give us your bank or building society account details

You can only apply for a grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.

Account name: TEIGNMOUTH FOLK FESTIVAL

Sort code: 30-96-06

Account number: 02546648

Bank/Building Society name: LLOYDS BANK LTD

Bank/Building Society address: NEWTON ABBOT BRANCH  
PO BOX 1000

BXI 1LT

Who are the signatories and what position do they hold in your organisation?

1 Name ANNE M. GILL Position  
SECRETARY

2 Name MARTYN HILLSTEAD Position  
PUBLICITY

3 Name ALAN CHARLES BROWN Position  
TREASURER

Q14 Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Please attach your most recent audited accounts or financial projections for a new organisation. You need to include these documents with this application.

Q15 Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. (This must not be the main contact name in Q1).

I confirm, on behalf of Teignmouth Folk Festival (insert name of organisation):

## Town Clerk

---

**From:** Sally Preston <sally@dawlishcommunitytransport.co.uk>  
**Sent:** 18 January 2023 11:38  
**To:** Town Clerk; Enquiries  
**Cc:** Valerie Jeffery; 'David Rudall'; David Cox; Iain Palmer; Joan Atkins  
**Subject:** RE: Grant to ETCTA  
**Attachments:** ETCTA AGM Full Annual Report & Accounts 2021-2022.pdf

**Importance:** High

**Categories:** Iain

Dear Teignmouth Town Councillors

In March 2021 Teignmouth Town Council grants committee awarded East Teignbridge/Dawlish Community Transport £1,500, recurring for two years.

As we approach the end of this grant period I am writing to ask if you would consider extending this further? Sustainability remains the most challenging element and one that is so difficult to fund. Funds, and most other elements, are not as they were in the past and we must reach out for funds to continue.

In previous years SLA's and Grants from our local Councils have complemented all that we do yet at this time we have become very much needy of these to enable the Charity to sustain. Once again, we seek assistance to cushion the core costs, the day to day running of the Community Transport service, to understand what baseline funds we have available to assist the service for the forthcoming year. All funds such as SLA's and Grants allocated are spent back into the community through the provision of all that we offer – here to serve in the community, for the community.

Much of our transport is specialised and without it so many people would struggle or be unable to get out. Particularly those with greater needs is the noticeable increase of bookings of our specialised wheelchair passenger transportation – advanced training and expertise is required (and has been a key focus in this last year) to train drivers and support our more vulnerable people (children and adults) in the community; passengers, their carers, husbands, wives and families needing to get to medical, hospital and wellbeing appointments, and to see loves ones in Nursing Homes and hospital. And, the many groups we assist with transport using our minibuses, bringing people together; aiding independence and reducing isolation – our caring, quality and professional transport service.

Our Annual Report (for the last financial year 2021-2022) is attached and evidences our annual costs/overheads, operations and good work. This does not reflect the period from March 2022, the significant increase in many of the overheads nor the huge rise in vehicle fuel costs; more information available from April 2023. But I can provide additional information/reports if required, to support our cause sharing what we have been doing and celebrating the successes achieved in spite of the countless difficulties.

I look forward to hearing back from you

With all best wishes and kindest regards

*Sally*

**Sally Preston**

Office Manager  
East Teignbridge Community Transport Association  
(Dawlish Community Transport)  
Barton Hill Car Park  
off Barton Terrace  
Dawlish  
Devon  
EX7 9QH

**Tel: 01626 888890**

Registered Charity Number: 1168994  
Company Number: 10250030

*We are one of the local causes for Co-op in Dawlish at the moment. Please support us by registering us as your chosen Charity – more details at [www.coop.co.uk/membership](http://www.coop.co.uk/membership)*

**Providing transport for elderly, frail and disabled passengers of any age  
Ring and Ride, Community Car Scheme, Shopmobility and Minibus Hire**

***VOLUNTEERS NEEDED - please contact to find out more***

**From:** Office

**Sent:** 13 January 2022 14:49

**To:** Town Clerk <townclerk@teignmouth-devon.gov.uk>

**Cc:** Cllr David Cox <david.cox@teignbridge.gov.uk>; Valerie Jeffery <valerie@dawlishcommunitytransport.co.uk>;  
'David Rudall' <davidrudall@greenwood-accountancy.co.uk>

**Subject:** RE: Grant to ETCTA

Hi Tracy

That's absolutely fantastic. I know the email said potentially for the next two years but we did not assume it would be approved; we are delighted.

*Sally*

**Sally Preston**

Office Manager  
East Teignbridge Community Transport Association  
Dawlish Community Transport  
Barton Hill Car Park  
Dawlish  
Devon  
EX7 9QH

**Tel: 01626 888890**

Registered Charity Number: 1168994  
Company Number: 10250030

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Providing transport for elderly, frail and disabled passengers of any age  
Ring and Ride, Community Car Scheme, Shopmobility and Minibus Hire

***VOLUNTEERS NEEDED - please contact to find out more***

**From:** Town Clerk <[townclerk@teignmouth-devon.gov.uk](mailto:townclerk@teignmouth-devon.gov.uk)>  
**Sent:** 13 January 2022 14:15  
**To:** Office <[office@etcta.co.uk](mailto:office@etcta.co.uk)>; Town Clerk <[townclerk@teignmouth-devon.gov.uk](mailto:townclerk@teignmouth-devon.gov.uk)>  
**Cc:** Cllr David Cox <[david.cox@teignbridge.gov.uk](mailto:david.cox@teignbridge.gov.uk)>  
**Subject:** RE: Grant to ETCTA

Dear Sally

Yes we will be making a payment of £1,500 to ETCTA in March 2022.

Kind Regards

Tracy Rowe

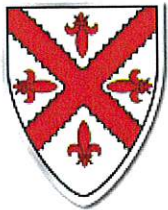
Town Clerk  
Teignmouth Town Council  
Bitton House  
Bitton Park Road  
Teignmouth  
TQ14 9DF

Tel Main: 01626 775030  
DDI: 01626 242085

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[http://www.teignmouth-devon.gov.uk/Privacy Notice\\_21441.aspx](http://www.teignmouth-devon.gov.uk/Privacy_Notece_21441.aspx)



**From:** Office <[office@etcta.co.uk](mailto:office@etcta.co.uk)>  
**Sent:** 13 January 2022 14:01  
**To:** Town Clerk <[townclerk@teignmouth-devon.gov.uk](mailto:townclerk@teignmouth-devon.gov.uk)>  
**Cc:** Cllr David Cox <[david.cox@teignbridge.gov.uk](mailto:david.cox@teignbridge.gov.uk)>  
**Subject:** RE: Grant to ETCTA

Good afternoon Tracy

Forgive me if I have missed a communication but we are looking at our funding etc for the next financial year and ask if you could follow up the email received in March 2021, below; thank you so much.

I hope everyone at Teignmouth Council is safe and well and look forward to hearing back from you.

With all best wishes and a belated Happy New Year to you Tracy

*Sally*

**Sally Preston**

Office Manager  
East Teignbridge Community Transport Association  
*Dawlish Community Transport*  
*Barton Hill Car Park*  
*Dawlish*  
*Devon*  
*EX7 9QH*

**Tel: 01626 888890**

Registered Charity Number: 1168994  
Company Number: 10250030

*We are one of the local causes for Co-op in Dawlish at the moment. Please support us by registering us as your chosen Charity – more details at [www.coop.co.uk/membership](http://www.coop.co.uk/membership)*

**Providing transport for elderly, frail and disabled passengers of any age  
Ring and Ride, Community Car Scheme, Shopmobility and Minibus Hire**

***VOLUNTEERS NEEDED - please contact to find out more***

**From:** Town Clerk <[townclerk@teignmouth-devon.gov.uk](mailto:townclerk@teignmouth-devon.gov.uk)>  
**Sent:** 05 March 2021 10:29  
**To:** Office <[office@etcta.co.uk](mailto:office@etcta.co.uk)>  
**Subject:** Grant to ETCTA

Dear Sally

I am pleased to let you know that the March meeting of Teignmouth Town Council grants committee has awarded £1,500.00 to East Teignbridge Community Transport Association and the April meeting of the Full Town Council will decide whether to make a recurring grant of £1,500 to your organisation for the next two years.

Payment of the £1,500 should be in your account within the next week.

Tracy Rowe

Town Clerk  
Teignmouth Town Council  
Bitton House  
Bitton Park road  
Teignmouth  
TQ14 9DF

Tel Main: 01626 775030  
DDI: 01626 242085



Mobile: 07999 115681

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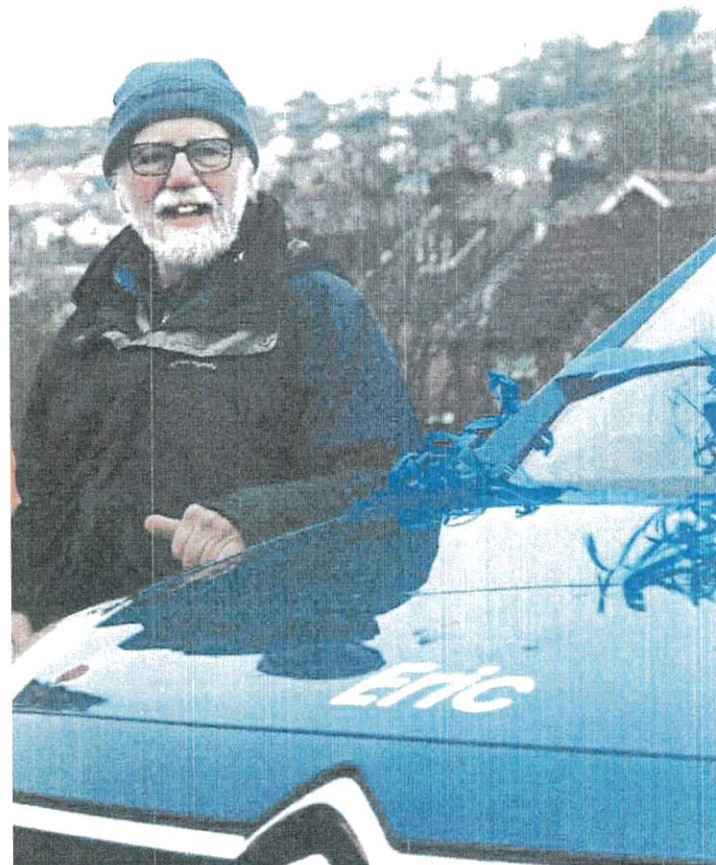
[http://www.teignmouth-devon.gov.uk/Privacy\\_Note\\_21441.aspx](http://www.teignmouth-devon.gov.uk/Privacy_Note_21441.aspx)

**East Teignbridge Community Transport Association**  
incorporating East Teignbridge Ring & Ride, Dawlish Community Car Scheme,  
Private Hire and Shopmobility

**Dawlish Community Transport**

# **Annual Report and Accounts**

**April 2021 - March 2022**



Annual General Meeting held on Thursday 17<sup>th</sup> November 2022

Registered Charity Number: 1168994

Company Number: 10250030





### **Dawlish Community Transport**

Incorporating East Teignbridge  
Ring and Ride, Community Car Scheme,  
Private Hire Vehicles and Shopmobility

Barton Hill Car Park  
Dawlish, Devon EX7 9QH

T. 01626 888890

E. [office@etcta.co.uk](mailto:office@etcta.co.uk)

[www.dawlish-mobility.co.uk](http://www.dawlish-mobility.co.uk)

## **AGENDA**

The Annual General Meeting of East Teignbridge Community Transport Association will be held on Tuesday 17<sup>th</sup> November 2022 at The Manor, Dawlish

1. Welcome and opening remarks by the Chairman, Mrs Valerie Jeffery
2. Apologies for Absence
3. To approve the Minutes of the last Annual General Meeting held on 23<sup>rd</sup> November 2021 by Zoom
4. To receive the Chairman's Report for 2021/2022
5. To receive the ETCTA's Office Manager's Report
6. To approve the Financial Statements for the period ended 31<sup>st</sup> March 2022
7. To elect the Independent Financial Examiner
8. Closing remarks





## Dawlish Community Transport

Incorporating East Teignbridge  
Ring and Ride, Community Car Scheme,  
Private Hire Vehicles and Shopmobility

Barton Hill Car Park  
Dawlish, Devon EX7 9QH

T. 01626 888890  
E. office@etcta.co.uk  
www.dawlish-mobility.co.uk

### Minutes of the Annual General Meeting of East Teignbridge Community Transport Association Held via Zoom on 23<sup>rd</sup> November 2021

#### Present:

Valerie Jeffery	(Chairman)	Sally Preston	ETCTA staff
David Rudall	(Treasurer)	Sally Bartley	ETCTA staff
Cllr Mary Lowther	(Secretary)	Ian Davies	ETCTA staff
Cllr Val Mawhood	(Mayor)	Friitha Langdell	ETCTA staff
Cllr Lisa Mayne	(Trustee)	Kerry Dunn	ETCTA staff
Cllr Rosalind Prowse	(Trustee)	David Compton	Volunteer
Peter Large	(Trustee)		
Reg Lake	(Trustee)		
Judith Robins	(Trustee)		
Cllr Linda Petherick	(Dawlish Town Council Representative)		
Cllr John Petherick			
Noel Nickless			

#### Welcome:

The Chairman, Mrs Valerie Jeffery gave a warm welcome to the Mayor of Dawlish Cllr Val Mawhood, staff and volunteers.

#### Apologies for absence:

Apologies were received from Karen Rose DCC and Lynn Cavill.

#### To approve the Minutes of the last Annual General Meeting held on 3<sup>rd</sup> September 2020:

The Minutes were approved as a true and accurate record, by Judith Robins and Cllr Rosalind Prowse, and signed by the Chairman.

#### To receive the Chairman's Report 2020/2021:

Mrs Valerie Jeffery read her report which was tabled. She specifically wished to thank Sally, SallyAnne, and to Kathy for volunteering in the office. Also thanks to all the volunteer drivers who helped throughout the pandemic without whom we couldn't operate.

Her personal thanks to David Rudall for all his support over the last year as Accountant, Treasurer and Trustee.

Three Trustees are standing down: Peter Large, Cllr Rosalind Prowse and Lynn Cavill. The Chairman thanked them for all their contributions and support over the years.

Ros said she felt ETCTA was the most important charity she had been involved with in Dawlish reaching out to all those who are getting older and thanked the charity for "being there".

Peter as the longest standing Trustee going back to the days of Bert and Blackie wished everyone well.

Valerie thanked Ros and Peter for their wise council over the years.

**To receive the Office Manager's Report:**

Sally Preston read her report which was also tabled.

**To approve the Financial Statements for the year ending 31<sup>st</sup> March 2021:**

David commented that this had been the most unique year ever in his working life and can't compare it to any other – with charity income reduced, old vehicles removed because of high running costs. If the charity had not received funding to replace these vehicles, the overall future would have been very alarming. By being registered for gift aid this has been a boost to funds, but we are in no doubt running at a loss.

David presented the full Annual Accounts, and his report was approved unanimously.

**To approve election of new Trustee Mr Noel Nickless:**

Cllr Val Mawhood proposed Mr Noel Nickless to become a Trustee, this was seconded by Cllr Lisa Mayne and Cllr Mary Lowther, and carried forward.

**To Elect:**

**Chairman:**

Valerie Jeffery said she would stand for another six months as Chairman until the next AGM which will be held in June 2022. This was proposed by Cllr Mary Lowther and seconded by Cllr Lisa Mayne.

**Vice- Chairman:**

Noel Nickless proposed Reg Lake as Vice-Chairman. This was seconded by Cllr Lisa Mayne and carried unanimously.

**All other Trustees:**

It was proposed to elect the remaining Trustees en-block and this was agreed

Hon. Treasurer	David Rudall
Hon. Secretary	Cllr Mary Lowther
Trustee	Cllr Lisa Mayne
Trustee	Reg Lake
Trustee	Judith Robbins

**To elect Driver Representative of ETCTA:**

Ian Davies – proposed by Cllr Lisa Mayne and seconded by Valerie Jeffery and carried unanimously.

**To elect an Independent Financial Examiner:**

Clare Lillington – proposed by Cllr Mary Lowther, seconded by Valerie Jeffery and carried unanimously.

**A.O.B.**

Next Trustee meeting to be held at the Manor on 9<sup>th</sup> December 10.30am.

**Close of Meeting:**

Cllr Val Mawhood – expressed her heartfelt thanks to everyone at ETCTA, the anonymous donor, the representative of the Lottery. She said we are, in her opinion, much better than professional carer's and we were wonderful.

Signed ..... Chairman

Date .....

REGISTERED COMPANY NUMBER: 10250030 (England and Wales)  
REGISTERED CHARITY NUMBER: 1168994

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 March 2022  
for  
East Teignbridge Community Transport  
Association

Clare Lillington BSc (Hons) FMAAT  
Raddon  
Station Hill  
Chudleigh  
Newton Abbot  
Devon  
TQ13 0EE



East Teignbridge Community Transport  
Association

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for the Year Ended 31 March 2022

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East Teignbridge Community Transport  
Association

Reference and Administrative Details  
for the Year Ended 31 March 2022

**TRUSTEES**

Mrs V Jeffery Chairman  
Mrs R M Prowse (resigned 23.11.21)  
D R Rudall  
P W Large (resigned 23.11.21)  
Mrs M K Lowther  
Mrs L Cavill (resigned 23.11.21)  
Mrs L E Mayne  
Ms J A Robins (appointed 23.11.21)  
N Nickless (appointed 23.11.21)  
R W Lake (appointed 23.11.21)

**COMPANY SECRETARY**

Mrs M K. Lowther

**REGISTERED OFFICE**

5 Pellow Arcade  
Teign Street  
Teignmouth  
Devon  
TQ14 8EB

**REGISTERED COMPANY  
NUMBER**

10250030 (England and Wales)

**REGISTERED CHARITY  
NUMBER**

1168994

**INDEPENDENT EXAMINER**

Clare Lillington BSc (Hons) FMAAT  
Raddon  
Station Hill  
Chudleigh  
Newton Abbot  
Devon  
TQ13 0EE

East Teignbridge Community Transport  
Association

Chairman's Report  
for the Year Ended 31 March 2022

Looking back on the financial year to 31st March 2022 it has again been very challenging recovering from Covid lockdown restrictions. We have made huge positive steps forward and our staff and volunteers have continued throughout this year to offer a first-class service to our passengers, going the extra mile to ensure they feel confident to travel.

It has been notable that our admin staff have had to cope with very last-minute bookings and cancellations. Not only does this cause additional work but is also very frustrating for our passengers, as usually this is through no fault of their own. In turn this has a 'knock on' effect on our amazing volunteer drivers. Without them there would be no drivers for hospital, surgery and dental appointments. They are all totally committed and always cheerful. We get many messages of thanks from grateful passengers showing their appreciation and telling us of their caring approach.

Trustee meetings have been held by Zoom and lately in person. Throughout the financial year Sally has continued to keep Trustees up to date with the Charity workload, writing in-depth reports for every Trustee meeting.

Our part-time admin staff, Sally, Sally-Anne, Fritha and Ian work tirelessly to ensure the wheels turn smoothly. As a volunteer in the office I appreciate this is not a normal office working environment as everyone who steps over the threshold is welcomed and given undivided attention.

I would now like to say a few words on the work they undertake on a daily basis.

Firstly Sally, without Sally there would be no Community Transport as Sally gives 110% everyday, not just in the office but representing us in the wider Community. Thank you Sally for all that you do over and above the work of Office Manager.

Sally-Anne works meticulously providing the figures required for the Car Scheme, BSOG and Teignbridge Council as well as taking group bookings. She also undertakes the shopmobility bookings which can be very challenging especially in the Summer season.

Fritha joined us last November and has embraced our Car Scheme pairing the many requests for transport with a volunteer driver.

Ian started with us as a volunteer but is now our Fleet Co-ordinator organising our vehicle health checks, servicing and MOT's, and has qualified to train our volunteer drivers as well as driving Ring and Ride once a week.

On behalf of us all I wish to thank them for their passion and hard work for our charity.

My thanks and appreciation to Kathy for volunteering in the Office.

Turning now to our Drivers who are also employed on a part-time basis.

We have two public service contracts TN187 and TN886 partially funded by Devon County Council.

Paul is our anchor man, driving the TN187 connecting people at Dawlish Warren to Dawlish via Sainsburys twice a week. Paul also does shopmobility scooter and wheelchair maintenance and delivery, cleans our fleet of vehicles and general maintenance.

Kerry drives our TN886 from Teignmouth, Shaldon through the villages to Newton Abbot also twice a week. This is a valuable service as without this service the people living in the area would have no access to public transport.

Nigel drives our Ring and Ride to Newton Abbot and The Willows and also plans and drives our popular Tuesday trips.

I must also mention Bob, who is a volunteer who never says no, and also steps up to cover the driving for any of our services when staff take annual leave or are unwell.

As you can see our drivers are committed to Community Transport and offer an outstanding service. Paul, Nigel, Kerry, Ian and Bob - thank you.

East Teignbridge Community Transport  
Association

Chairman's Report  
for the Year Ended 31 March 2022

My personal thanks to David for all his support over the past year. As our Accountant, Treasurer and Trustee, David does so much for us, often unseen, but I appreciate his personal input into our Charity as well as the work undertaken by his staff at Greenwood Accountancy.

Cllr Linda Petherick is the Dawlish Town Council representative at our Trustee meetings Thank you Linda for your advice and wise counsel.

Sally is brilliant at leading local fundraising opportunities as well as finding new ways of raising our profile. It is always difficult to attract funding for day to day running expenses.

We are very grateful to Devon County and Dawlish Town Council for their Grants. We receive a grant from Teignbridge District Council, this is not automatic, and requires in depth information immediately at the end of each quarter. This is called a Service Level Agreement and is by no means guaranteed and will now be reviewed by the Council each year.

We desperately need a volunteer or trustee with the skills to look and apply for suitable grant application opportunities. Nowadays grant applications also need detailed financial information and reports to accompany an application, and this cannot be achieved by the part time admin team we employ.

Cllr Lisa Mayne has had to stand down as a Trustee due to pressure of work as Mayor of Dawlish, and I thank her for her service to the charity.

We are actively going out to the local community to attract new Trustees who can bring their life skills and experience to assist us.

Ladies and Gentlemen, we are a successful Charity and are privileged to serve our community but recognise to achieve success we must all pull together, Trustees, Staff and Volunteers.

Valerie Jeffery  
10th November 2022

East Teignbridge Community Transport  
Association

Report of the Trustees  
for the Year Ended 31 March 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS102)(effective 1 January 2015).

**Governing document**

The charity is a charitable company limited by guarantee and has no share capital. In the event of a winding up the liability of the members is limited to £10 each and is governed by a memorandum and articles of association. The charity is also a registered charity (RCN 1168994)

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

To relieve frail, elderly or disabled persons and community groups principally within East Teignbridge and South East Devon, by the provision of transport services.

**Public benefit**

The trustees are aware of and have taken note of the Charity Commission's guidance relating to public benefit.

**Financial position**

The charity raised sufficient income in the year to maintain its ongoing work. The income for the year was £218,507 (2021 £276,544) and expenditure £181,169 (2021 £149,520) which gave a surplus of £37,338 (2021 £127,024). The surplus added to the funds at the end of 2021 give £427,337 at the year end. This consists of vehicles costing £300,597 and cash at bank of £126,780.

**Reserves policy**

The trustees are aware of the need to maintain reasonable reserves and monitor the finances closely. The year end balance is sufficient to maintain at least three months expenses.

East Teignbridge Community Transport Association

Report of the Trustees  
for the Year Ended 31 March 2022

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

**Office Manager Report**

For the registered Charity of East Teignbridge Community Transport Association; trading, and better known as, Dawlish Community Transport, based in the Barton Hill Car Park - a not-for-profit charity covering the wider area of East Teignbridge.

Our primary objective has always been and continues to be supportive of people in the community, principally within the area of benefit, by the provision of transport services; providing accessible, affordable and supported transportation to individuals who are not able to use public transport, or where no suitable public transport is available - in a supportive, caring, calm and safe manner.

Known as the Community Car Scheme; a service offering a vehicle and volunteer driver for medical and health appointments, to hospital, GP, dentist, opticians, etc and accommodating as many social and wellbeing visits as we are able. The norm would be assisting to Day Centres, activities and visiting of relatives, to those last journeys out with loved ones for people nearing end of life, all undertaken exclusively by trained volunteers - funded by passenger contributions, community donations and a small percentage by our local grants that overall assist our entire operations.

A staffed aspect of Community Transport provision is our Ring and Ride door to door essential shopping/daily task service. Enabling independence and social contact, offering trips to nearby towns; a time when friendships develop, and trust grows; reducing isolation. A fine example is the expansion of this, our annual gathering at The Langstone Cliff Hotel when passengers come together for Christmas lunch.

Putting the essentials aside once a week, we offer the well-known Tuesday trips, a highlight for many - a leisurely day out with others, out and about in the community visiting some of the beautiful places around us.

Our group bookings element offers social opportunities for local affiliated groups to encompass a wider social element giving scope to attend further activities or events, utilising the minibuses as much as possible, driven by our trained volunteers. Our staff driving team are included in volunteers when they step into this role.

On to our community bus routes, being the TN187 and TN886 which service the more rural areas; without these, the few who use them would have no alternative in getting to central towns and wholly rely on these twice each per week.

Shopmobility (hiring of scooters and wheelchairs), a thriving service during the holiday season; with little in the winter months, yet potential to do more.

All vehicles, a fleet of cars and minibuses are converted to cater for most abilities; to support those less mobile to full adaptations and equipment to carry wheelchair passengers, mobility scooters and aids to shopping essentials - bespoke fitted with ramps, lowered steps or tail lifts.

A summary of Dawlish Community Transport under normal operations.

Coming out of Lockdown, we suspected it would be very hard moving into unknown territory still in such uncertain times, and we were not wrong; nobody expected Covid-19 and all that it entailed. This Report/AGM is once again being presented later than anticipated following a very disruptive year, yet it highlights and acknowledges the wonderful community we have around us.

We were able to part with the remaining older vehicles and welcomed replacements, dropping from 11 pre lockdown, to 5, and starting the new financial year back up to x8 (x4 cars & x4 minibuses), thanks to community contributions and overwhelming anonymous donations, as well as our first larger Lottery grant success. All services were once again active, yet the wellbeing and group minibus transportation was yet to resume for social activities. Ring and Ride was very slow to rebuild in number and days it travelled, whilst it remained under strict Government Guidance restrictions of social distancing deeming it not financially viable, with only a maximum of 8 passengers able to travel on our larger vehicles - numbers halved. Funds were drastically impacted, not only transportation revenue but monies received from other organisations/support within our community who could not offer the donations they had in the past.

East Teignbridge Community Transport Association

Report of the Trustees  
for the Year Ended 31 March 2022

But hard work paid off and we had a great fleet of vehicles to provide the best services possible. Our capacity of staff and volunteers was at its lowest and it was a concern, until our two colleagues, who are now fully embedded, Ian Davies and Fritha Langdell joined us, giving us an amazing team.

We were able to pull together a short video ready to face next steps; focussing on the day-to-day operations in the best way possible as our key focus as well as the safe practice of journeys, whilst Trustees were to concentrate on new Trustee recruits. Slowly slowly we moved forward, reinstating our popular Tuesday trips and offering the Group transport back out to the community, yet unable to take back on the regular bookings i.e. weekly church bookings, with so few minibus drivers on board.

As demand rose for transport and with the need to increase our income, we were able to reduce the social distancing element yet continued wearing face coverings, lateral flow test and vehicle sanitisation; with safety of all being paramount. With a successful grant from Devon County Council between January and March we were able to continue with the Tuesday trips whilst numbers fluctuated.

Covid and illness hit the charity with three staff off in a short space of time, as well as volunteers. Absence of team members impacted on our ability to deliver/cover roles and formed part of the disruptive period. With fewer volunteers returning since the initial lockdown, it has been a difficult balance. Yet the unconditional commitment and loyalty of those on board however are reflected in the hours given to the charity; phenomenal.

Sadly, it was farewell to the remaining older minibus Ruby but a very warm welcome to Lottie in October 2021; after much research, understanding of passenger need and learning, came our new fully adapted 17-seater multi-purpose high spec minibus now on the road and serving the community. Fully equipped to transport most abilities, equipment and luggage - our automatic accessible Mercedes Sprinter.

A reason, and welcomed celebration was held in November 2021 to acknowledge our gratitude and share our additions to the charity, our thanks to the astounding anonymous donation and our successful National Lottery Community Fund grant application.

By the end of the year 2021-2022, with a level of social distancing in place, restricted travelling, funds had diminished week on week and the financial impact was evident. With travelling passenger numbers overall being significantly lower than pre-Covid our revenue was minimal. Safety of our team (staff, volunteers and passengers) remained a priority yet there was great concern how much longer this could be sustained.

During the earlier times of the pandemic, we were fortunate to be successful in receiving financial support by way of grants and this crucial time to enable us to stay afloat and continue operating, but they became minimal. Primary are the donations and financial support we receive from other community based fundraisers and individuals; yet another source of funding that was, expectedly, minimal in those challenging times. With events and activities not possible we could not fundraise, also bearing relevance to our loss of funds of almost two years.

It will take more time to determine how many passengers we may have lost during the Covid period, but with our good reputation, recognition of services and our intention to continue raising awareness within the community we remained optimistic that we would find our feet once again; but not without risk and it did not look positive for the foreseeable future.

Alterations and cancellations of many medical appointments were more evident than ever; time will identify reasons, but our suspicions would anticipate it being a reduced staffing in hospitals etc as cases rose. We also saw passengers contracting the virus and many too hesitant to travel.

We commend and thank our small yet committed team for covering, going above and beyond their main duties; we managed to sustain the services we offer, and gradually saw a small increase in passengers; those returning and several new.

Successful in becoming one of Co-Op's supported charities for another year was grasped with open arms; not only for its funding benefits but also to aid awareness of all that we do and promote the store to our passengers.

Devon County Council once again accepted a Grant application which enabled us to purchase vehicle dash cams, a few bodywork/cosmetic repairs to vehicles and additional vehicle cleaning equipment. Grants that proved invaluable in financing equipment and our services, that otherwise would not have been possible.

East Teignbridge Community Transport Association

Report of the Trustees  
for the Year Ended 31 March 2022

A special thanks must be noted to Yeo Valley; not just for this year, but for several now they have quietly contributed to our bank account: some used for specific items and some to support sustainability. You are truly remarkable.

Forever hopeful we scheduled several small fundraiser/showcase opportunities for the new year ahead, instrumental to our charity.

When an opportunity arose, we accepted and partnered with other CT organisations to deliver a Devon based pilot project; time limited and strictly budgeted, known as 'Stronger Together.' With our need to recruit more volunteers, and funds as they were, we agreed to engage in this wider community project, stemmed from a successful Devon County Council bid to the UK Government's Community Renewal Fund which led to funding of a new training initiative. Our element being smaller yet developing, was to offer new training opportunities for a wide age group, small businesses/organisations including charities, and aimed at facilitating the potential for creating new jobs, volunteering opportunities, upskilling, accredited and online training, and improve connectivity across Devon. Our charities are known particularly for helping their older, less able and disabled communities but the overall project was to encompass a new set of beneficiaries for the whole community. As a community transport service in this area, it also was an opportunity for a recruitment drive of new volunteers to the charity and the ability to offer specific courses directly related to transport. Support as a charity that could prove very beneficial in sustaining all that we do and assist us to move forward, and did.

Ian our Fleet Co-ordinator and I worked together to create a programme of activities, with support from our colleagues within our team, and a shared co-ordinator from another Community Transport within the collaboration.

With a delayed start from January to March (the end of the reporting year), the six-month delivery of services will be shared in more detail in the next report; but I can confirm we reached, and exceeded, the desired outcomes, identified and evidenced benefits and good reason for any unfulfilled successes and gaps in provision. We worked with some wonderful people in our great community and benefitted from new volunteers recruited and a new member of staff.

Such a relief - and encouraging - as we were able to take next steps in restructuring all that we do, as we began to learn and understand new trends.

Our admirable gent, the one and only, Eric Smallridge, a volunteer driver with DCT since 1993 was nominated by us for a National CTA Award and received a Special Commendation for his impressive contribution. So very sadly, due to his health, he reluctantly had to retire from his driving. Therefore, this was the perfect opportunity to acknowledge his commendable support over many years.

Farewell was also to our oldest and historic car John Boy II, and there was little question as to the new name of our next replacement car, and we welcomed our Citroen Berlingo now named Eric.

Ahead of the pandemic we knew the charity was in a very problematic position, unable to raise enough funds to replace older vehicles. Sustainability being one element with costs ever increasing; setting aside substantial sums of money for such bespoke vehicles was unachievable as the escalating repair costs of older vehicles just kept coming. A potentially irreparable cycle was emerging. But, we overcame this and now have fantastic, reliable and suitable vehicles. Saved from having to launch a community funding appeal; funds that were beyond our reach.

The Stronger Together project, community efforts, funding, volunteer and staff support has enabled our wheels to keep turning; our core objective - without wheels or our community there is no service.

Our sincere thanks to our local Dawlish and Teignmouth Town Councils, Devon County and Teignbridge District Councils. Without such funds to assist with delivery and sustainability of the services we provide; without them we would be unable to survive at this time. Invaluable contributions include Gerald's Supermarket, Dawlish Women's Institute, St Gregory's Men's Breakfast Club, Cofton Holidays, Cosens Institute, Lady's Guild, Dawlish Garden Society, Dawlish Crafters, Dawlish Water Rotary, Celia Trust, Ted Hockin/Paella Night, Anchor Inn/Quiz Night, Salem Lodge, Co-Op, Langstone Cliff, Open Daw disbursement donation, Devon Access to Services, TDC Cllr L Goodman-Bradbury, U3A - funds gifted for specific projects or for us to put to the best use where needed.



East Teignbridge Community Transport Association

Report of the Trustees  
for the Year Ended 31 March 2022

To those associated with Community Transport; Karen Rose at Devon County Council (Community Transport Adviser) and Tim Lamerton from Devon Access to Services; responding to the random to crucial questions I throw at them. My knowledge and experience will never come to theirs, thank you.

We thank each and every group, organisation and individual for their support and generosity.

As shared previously, a true figure of those still able to use our services will take more time to measure; but the continual increase of new registrations shares the need for a Community Transport service in this locality, covering not only Dawlish but far wider across the East side of Teignbridge.

**Actual numbers in the financial year April 2021-March 2022:**

**COMMUNITY CAR SCHEME:**

Passengers carried	1293
Journeys to/from medical appointments/activities	1754
- Health appointments	1018
- Social/wellbeing	10
Wheelchair bound passenger journeys	245
Total appointments cancelled	908
Volunteer Car driving hours (exclusive of minibus drives)	2293
Mileage	21871

**RING AND RIDE:**

Passengers carried	897
Wheelchair passengers	58
Mileage	4697

**TN187 and TN886:**

Passengers	1572
Mileage	7413

**SHOPMOBILITY Equipment Hire**

Excluding the multi hires to various community events - 163  
(inc. Devon County, Honiton, Melplash and Mid Devon Shows)

**Minibus hires for affiliated groups/services/activities** - 04

**Total passenger miles driven this financial year** 45,589 miles

Sustainability of the overall service is the hardest to fund, but this data and feedback evidences the beneficiaries.

**Trends:**

" Data included shares a common occurrence of cancellations by passenger/hospital - appointments booked but hospitals etc are re-scheduling at short notice or making alternative plans i.e. phone consultation over physical appt

" A noticeable decline in passenger mobility which is currently being monitored closely, at the time of booking and by volunteer drivers

**Plaudits:**

" A passenger upon hearing that our social excursions will be returning: "They're back, the trips. I've been staring at four walls for far too long; I can't wait to see people again. I don't care where we're going, I'm just glad to be going out." PP

East Teignbridge Community Transport  
Association

Report of the Trustees  
for the Year Ended 31 March 2022

"A response from a donated contribution of monies to DCT, from a small local business: "I am so pleased that we are able to help, even in a small way. I always feel that the smaller local charities really need outside help. For me, the fact that our friend works with you, makes it more personal. Keep up the good work." RK

" "I just want to help to keep you going; it must be so very hard for the charity" SC - a car scheme travelling passenger donated £35

" Passenger Feedback: "thank you to you all for helping me out in my time of need."

" Volunteer Feedback - "you're brilliant, DCT is brilliant. So glad to be a part."

" A £20 Christmas donation received from a regular passenger - "for the office girls and all the lovely drivers, my thanks for taking me to and from hospital appointments. Please buy some munchies to enjoy with teas and coffees." Margaret E."

" "Thank you for the wonderful journeys we have travelled on and made such a happy difference to both our lives. Looking forward to next year." Written in a Christmas card from a couple aged 89 and 95 years who travel up to x3 times per week on our Ring and Ride service. B & J.

" A donation from a near by business shared their joy in being able to support. "We are more than happy for you to spend the money on whatever you think fit, we are just pleased that we can help, even in a small way. All the very best to you and your team, you do a fantastic job."

" To all at DCT Admin team, who have mastered the art of spinning plates, juggling balls and keeping us all smiling throughout the year. Vehicle management and maintenance team, who keep the fleet in such good nick that every single one is a pleasure to drive. And to all our fellow drivers, Very best wishes for a great Christmas and New Year to you and all your families. From a driver volunteer SB.

I personally share my thanks to every member of our team of volunteers - drivers, admin, fundraising helpers and all (helping on stalls, baking cakes, the Easter Bunny run to Santa's Elves). To Cllr Linda Petherick our Council Representative, Neil Salter from Dawlish Beach Cams who produced our initial video, website and remains with us, and to all who quietly help behind the scenes, with anything and everything we ask of them. And to our staff team, who go above and beyond their paid roles and give much time voluntarily, also throwing themselves into the random missions put upon us. Welcoming our newer volunteers, we also acknowledge and wish all the very best to volunteers who have stepped down in the last year, we miss you and thank you for all you have done.

To those present at the AGM and those reading our annual report, thank you.

If you know anyone in the community who might benefit from the provision of transport or in becoming a volunteer please do pass on our details, and please continue to support us.

Sally Preston  
07-11-22

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Approved by order of the board of trustees on 10 November 2022 and signed on its behalf by:

Mrs V Jeffery - Trustee

Independent Examiner's Report to the Trustees of  
East Teignbridge Community Transport  
Association

**Independent examiner's report to the trustees of East Teignbridge Community Transport Association ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*Clare Lillington*

Clare Lillington FMAAT  
FMAAT  
Clare Lillington BSc (Hons) FMAAT  
Raddon  
Station Hill  
Chudleigh  
Newton Abbot  
Devon  
TQ13 0EE

11 November 2022

East Teignbridge Community Transport  
Association

Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ended 31 March 2022

	Notes	31.3.22 Unrestricted funds £	31.3.21 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies		118,461	60,373
<b>Charitable activities</b>			
General		77,699	79,026
Other trading activities	2	22,344	137,137
Investment income	3	3	8
<b>Total</b>		<u>218,507</u>	<u>276,544</u>
<b>EXPENDITURE ON</b>			
Raising funds		126	20
<b>Charitable activities</b>			
General		181,043	149,500
<b>Total</b>		<u>181,169</u>	<u>149,520</u>
<b>NET INCOME</b>		37,338	127,024
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		390,039	263,015
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>427,377</u>	<u>390,039</u>

The notes form part of these financial statements

East Teignbridge Community Transport Association

Balance Sheet  
31 March 2022

	Notes	31.3.22 Unrestricted funds £	31.3.21 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	8	300,597	251,538
<b>CURRENT ASSETS</b>			
Debtors	9	1,949	5,011
Cash at bank and in hand		125,431	134,676
		<u>127,380</u>	<u>139,687</u>
<b>CREDITORS</b>			
Amounts falling due within one year	10	(600)	(1,186)
		<u>126,780</u>	<u>138,501</u>
<b>NET CURRENT ASSETS</b>			
		<u>427,377</u>	<u>390,039</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<u>427,377</u>	<u>390,039</u>
<b>NET ASSETS</b>			
		<u>427,377</u>	<u>390,039</u>
<b>FUNDS</b>	11		
Unrestricted funds		<u>427,377</u>	<u>390,039</u>
<b>TOTAL FUNDS</b>		<u>427,377</u>	<u>390,039</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 10 November 2022 and were signed on its behalf by:

V Jeffery - Trustee

The notes form part of these financial statements

## 1. ACCOUNTING POLICIES

### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Scooters	- 20% on reducing balance
Vehicles	- 20% on reducing balance

### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

East Teignbridge Community Transport Association

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

**2. OTHER TRADING ACTIVITIES**

	31.3.22	31.3.21
	£	£
Fundraising & donations	22,344	137,137

**3. INVESTMENT INCOME**

	31.3.22	31.3.21
	£	£
Deposit account interest	3	8

**4. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	31.3.22	31.3.21
	£	£
Independent Examiner's fee	150	150
Depreciation - owned assets	40,225	27,961
Surplus on disposal of fixed assets	(3,000)	(5,750)

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**6. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	31.3.22	31.3.21
Management	1	1
Office staff	2	2
Drivers	7	7
Escort	1	1

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	60,373
<b>Charitable activities</b>	
General	79,026
Other trading activities	137,137
Investment income	8
<b>Total</b>	<u>276,544</u>
<b>EXPENDITURE ON</b>	
Raising funds	20
<b>Charitable activities</b>	
General	149,500
<b>Total</b>	<u>149,520</u>
<b>NET INCOME</b>	127,024
<b>RECONCILIATION OF FUNDS</b>	
Total funds brought forward	263,015
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>390,039</u></u>

8. TANGIBLE FIXED ASSETS

	Freehold property £	Scooters £	Vehicles £	Totals £
<b>COST</b>				
At 1 April 2021	139,696	14,070	282,231	435,997
Additions	-	214	89,070	89,284
At 31 March 2022	<u>139,696</u>	<u>14,284</u>	<u>371,301</u>	<u>525,281</u>
<b>DEPRECIATION</b>				
At 1 April 2021	-	7,987	176,472	184,459
Charge for year	-	1,259	38,966	40,225
At 31 March 2022	<u>-</u>	<u>9,246</u>	<u>215,438</u>	<u>224,684</u>
<b>NET BOOK VALUE</b>				
At 31 March 2022	<u>139,696</u>	<u>5,038</u>	<u>155,863</u>	<u>300,597</u>
At 31 March 2021	<u>139,696</u>	<u>6,083</u>	<u>105,759</u>	<u>251,538</u>



East Teignbridge Community Transport  
Association

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

<b>9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	31.3.22	31.3.21
	£	£
Trade debtors	1,949	5,011
	<u>          </u>	<u>          </u>

<b>10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	31.3.22	31.3.21
	£	£
Trade creditors	-	546
Other creditors	600	640
	<u>          </u>	<u>          </u>
	<u>600</u>	<u>1,186</u>

<b>11. MOVEMENT IN FUNDS</b>		Net movement in funds	At
	At 1.4.21		31.3.22
	£	£	£
<b>Unrestricted funds</b>			
General fund	390,039	37,338	427,377
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>390,039</u>	<u>37,338</u>	<u>427,377</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	218,507	(181,169)	37,338
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>218,507</u>	<u>(181,169)</u>	<u>37,338</u>

Comparatives for movement in funds

		Net movement in funds	At
	At 1.4.20		31.3.21
	£	£	£
<b>Unrestricted funds</b>			
General fund	263,015	127,024	390,039
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>263,015</u>	<u>127,024</u>	<u>390,039</u>

East Teignbridge Community Transport  
Association

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

**11. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	276,544	(149,520)	127,024
<b>TOTAL FUNDS</b>	<u>276,544</u>	<u>(149,520)</u>	<u>127,024</u>

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2022.

East Teignbridge Community Transport Association

Detailed Statement of Financial Activities for the Year Ended 31 March 2022

	31.3.22	31.3.21
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Gift aid	26,805	-
Grants	90,883	19,300
Furlough grant	723	10,045
Other income	50	31,028
	<hr/>	<hr/>
	118,461	60,373
<b>Other trading activities</b>		
Fundraising & donations	22,344	137,137
<b>Investment income</b>		
Deposit account interest	3	8
<b>Charitable activities</b>		
Fares & hire charges	33,769	30,435
Shopmobility income	5,557	3,430
School contract income	25,172	29,136
Concessionary fare reimburse	1,758	2,307
Car forum	11,443	13,718
	<hr/>	<hr/>
	77,699	79,026
<b>Total incoming resources</b>	<hr/>	<hr/>
	218,507	276,544
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Fundraising expenses	126	20
<b>Charitable activities</b>		
Wages	82,761	77,687
Pensions	586	513
Rent & Rates	2,320	2,231
Insurance	4,670	1,000
Light and heat	1,683	1,259
Telephone	1,852	511
Postage and stationery	762	412
Advertising	1,299	807
Fuel	10,683	6,908
Vehicle insurance	10,001	12,302
Vehicle maintenance	12,094	13,223
Staff travel expenses	18	28
Office cleaning	1,163	705
DBS checks	165	31
Hospitality	297	96
Carried forward	130,354	117,713

This page does not form part of the statutory financial statements

East Teignbridge Community Transport  
Association

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2022

	31.3.22	31.3.21
	£	£
<b>Charitable activities</b>		
Brought forward	130,354	117,713
Licences, subscriptions & plan	3,746	4,397
Office/IT equip purchase & rep	-	1,388
Other office costs incl repair	2,863	1,450
Bank charges	534	432
Depn of scooters	1,259	1,521
Depn of vehicles	38,966	26,440
Loss on sale of tangible fixed assets	(3,000)	(5,750)
	<u>174,722</u>	<u>147,591</u>
<b>Support costs</b>		
<b>Governance costs</b>		
Independent Examiner's fee	150	150
Accountancy and legal fees	6,171	1,759
	<u>6,321</u>	<u>1,909</u>
Total resources expended	<u>181,169</u>	<u>149,520</u>
<b>Net income</b>	<u>37,338</u>	<u>127,024</u>

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